



Administrative Recording Requirements

State of Alabama

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 67 counties / Judge of Probate

Required Statement: "This document prepared by " name, address, phone number . Corporate name required if applicable

Formatting of Documents:
Not specified by statute.

Legal Description: Include book & pages and document dates

Other Requirements: Return-to name and address required
Grantee / Grantor names and addresses required
Notary name and expiration required
Mortgages require Source of Title with book type listed
Subsequent filings should include reference date, book & pages

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 3 - 4 weeks

Alabama County Specifics

Jefferson County Affidavits must be submitted with all death certificates

Mobile County Fair market value must be stated on all deeds. Deed tax is based on interest being conveyed toward fair market value. Deed tax is paid on the difference between fair market value and the mortgage amount when the fair market amount is higher.

Morgan County

Shelby County If Deed and mortgage are recorded concurrently, than deed tax can be collected on fair market minus mortgage amount.

Tuscaloosa County "Source of Title" is required on all documents. All documents must indicate the type of book being recorded or referenced. Documents cannot be recorded concurrently.



Administrative Recording Requirements

State of Alaska

Marital State: Yes
Trust State: Yes
Mortgage State: No

Recording Structure: 34 Recording Districts / State Recorder / Department of Natural Resources

Formatting of Documents:

Format specified by rule / Penalty fee of \$ 50 for non-compliance

Website: www.recorder.alaska.gov/preparingdocs.cfm

8 1/2 x 14 maximum size

First page: 2" top margin / 1" other margins

Other pages: 1" margins

Coversheet may be used if margin requirements aren't met to avoid penalty fee

10 point minimum font size

Title identifying document must be included

Other Requirements:

Grantor/Grantee names and addresses required

Return-to name and address required

Name of the recording office required on all documents

All signatures require name to be typed or printed underneath

Notary certification required printed name

Re-records require reason listed at top of document

Subsequent filings should include reference date, book & pages

District Office Listing: <http://www.recorder.alaska.gov/findYourDistrict.cfm>

District Recorder Office

Address Listings: <http://www.recorder.alaska.gov/distlist.cfm>

Fee Structure www.recorder.alaska.gov/fees.cfm

Blanket Assignments: Generally accepted at no charge

Blanket Releases: Generally accepted at no charge

Completion Time: 60 days



Administrative Recording Requirements

State of Arizona

Marital State: Yes - regarding Real Property acquired during the marriage.

Trust State: Yes

Mortgage State: No

Recording Structure: 15 counties plus Navajo Nation / Recorder

Required Documents: **Affidavit of Property Value (DOR Form 82162) or exemption number**

<http://www.navajocountyaz.gov/recorder/forms/Form82162.pdf>

Exception number (written as letter followed by numeric) must be listed on all pages

State of Arizona Department of Revenue Website:

<http://www.azdor.gov/>

Formatting of Documents:

Format specified by statute

8 1/2 x 11 or 8 1/2 x 14 maximum size

First page: 2" top margin / 1/2" other margins

Other pages: 1/2" all margins

10 point minimum font size (Yavapai County required 12 point font for typewritten items)

Must be legible for photo duplication

Subsequent filings should include reference date, book & pages

Legal Description: Include book & pages and document dates

Other Requirements: Return-to name and address required

Notary stamp or seal is required

All signatures require typed or printed name underneath

Clarity copies accepted in the following counties: Cochise, Mohave, Pima, Pinal, and Yavapai.

Clarity copies require title as follows "For Clarity Purposes"

Affidavits should be separate documents

Death certificates required if applicable

Re-records require reason listed at top of document.

Subsequent filings should include reference date, book & pages

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 3 days - 3 weeks



Administrative Recording Requirements
State of Arkansas

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 75 counties / Circuit and Court Clerk

Required Documents: **Real Property Tax Affidavit & Revenue Stamps Certificate of Compliance as follows:**
"I certify under penalty of false swearing that at least the legally correct amount of documentary stamps have been placed on this document." This statement must be signed by the grantee or authorized agent and an address must be included.

Required Statement: "This document prepared by " name, address, phone number required on first page
"Mail tax statement to" name and address required

Formatting of Documents:
Format specified by statute
8 1/2 x 11
First page: 2 1/2" top margin / 1/2" other margins
Last page: must have 2 1/2" bottom margin
Must be legible for photo duplication
Title identifying document must be included

Legal Description: Include book & pages and document dates

Other Requirements: Return-to name and address required
Grantee/Grantor names and addresses required
Some counties require self-addressed stamped envelope
Some counties require a Re-recording Amendment.
Subsequent filings should include reference date, book & pages

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 1 day - 1 week

Arkansas County Requirements:

- Benton County** Non-exempt deeds require Stamps to be purchased via Treasurer's office prior to going to the County Recorder. Include a self-addressed stamped envelope.
- Carroll County** Non-exempt deeds require Stamps to be purchased via Department of Finance Administration prior to going to the County Recorder. Include self-addressed stamped envelope.
Department of Finance Administration, 105 Spring Street, Berryville, AR 72616 (870) 423-2046
- Craighead County** Non-exempt deeds require Stamps to be purchased via Revenue office prior to going to the County Recorder. Include a self-addressed stamped envelope.
Craighead County Revenue Office, 206 South West Drive Suite B, Jonesboro, AR 72401
Two recording offices: Eastern District Recording Office in Lake City, and Western District Recording Office in Jonesboro for cities as follows:
Eastern District: Black Oak, Caraway, Lake City, and Monette
Western District: Bay, Bono, Brookland, Cash, Egypt, and Jonesboro
Will record documents concurrently . Add a note stating: "Insert book and page". Do Not Use: "Recorded as of Even Date"
- Marshall County**
- Lonoke County** Non-exempt deeds require Revenue Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope.
An Abstractor must be utilized to purchase revenue stamps.
- Miller County** Non-exempt deeds require Revenue Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope.
Department of Revenue, 801 East 4th, Texarana, AR 71854 (870) 773-3871
- Phillips County** Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope.
Department of Finance Administration, 520 Walnut Street, Helen, AR 72342 (870) 338-81716
- Pulaski County** Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope.
Miscellaneous Tax Department, 1816 West 7th Street, Room 2240, Little Rock, AR 72201
The stamps must be affixed to Deed prior to sending to the County Recorder.
- Sebastian County** Non-exempt deeds require Stamps to be purchased prior to going to the County Recorder. Include a self-addressed stamped envelope.
Department of Revenue, 804 B West Denver, Greenwood, AR 72936 (479) 996-2143
- St. Francis County** Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope.
Department of Finance, 2308 North Washington, Forrest City, AR, 72335 (870) 633-2512
- White County** Non-exempt deeds require Stamps to be purchased via Assessor's office prior to going to the County Recorder. Check is payable to Department of Finance. Include a self-addressed stamped envelope.
Department of Finance, 402 W. Wine, Searcy, AR 72143



Administrative Recording Requirements
State of California

Marital State: Community Property State
Trust State: Yes
Mortgage State: No

Recording Structure: 58 counties / County Recorder

County Assessors List: <http://www.boe.ca.gov/proptaxes/assessors.htm>

Required Documents: Preliminary Change of Ownership Report
<http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF>

Required Statement: **Tax Declaration Statement** must be listed immediately under title of document on first page
Notice of Tax Exemption must be listed immediately under tax declaration statement on first page

Formatting of Documents:

Format specified / penalty applies for non-compliant pages
16 lb white paper minimum
All pages must be legible for photo duplication
Cover sheet required
8 1/2 x 11 - penalty for larger size
First page: 2 - 3" top margin / 5" right hand blank / 1/2" other margins
Other ages: 1/2" all margins
Requested by name and address must be included in top 3 1/2" left hand margin
Return to name and address must be included in top 3 1/2" top margin
10 point font size minimum
9 lines per vertical inch / 22 characters per horizontal inch
Tax statement mailing address must be included for all deeds at the bottom of cover sheet

Legal Description: Required for all deeds, mortgages, and deeds of trust, and must include parcel number
Legal Description must be referenced throughout document as "Exhibit __", and must be labeled as such on the top of the page
Must reference previously recorded documents by date, document #, book and page

Other Requirements: Do not include social security numbers
Borrower name and address must be listed on first page of document
If mortgage is in trust, the name of the trust must be listed above or below signature
Grantor/Grantee name and address must be included on all deeds, deeds of trust and mortgages
All signatures must have a printed name underneath
Subsequent filings should include reference date, book & pages
All documents require all purpose acknowledgement
Acknowledgements should only include borrower's name (do not include AKAs, Trustees, etc)
Notary stamp must clear and legible and should include name, county of business, phone, notary registration number, expiration date and signature.
All Affidavits, Mechanic's Liens and Notices of Completion must include Jurat.
Requests for Notice of Default require additional fees whether filed separately or with originals
Clarity pages accepted with Clarity Form
Re-records require reason listed at top of document.
Mobile Home Affidavits must be recorded as separate documents prior to the deed being recorded
Affidavit of Affixation must be recorded as a rider to the Deed of Trust
Relationship between parties is required on all deeds
Satisfactions must be titled appropriately (IE: Deed of Trusts must be titled as "Satisfaction of Deed of Trust"
Death Certificates must be filed with Affidavit of Death, Preliminary Change of Ownership, and Jurat

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 3 days - 6 weeks

California County Specifics

State of California	Preliminary Change of Ownership Report http://www.co.el-dorado.ca.us/assessor/pdf/PCOS.PDF IRS Form 709 - U.S. Gift (& Generation Skipping Transfer) Tax Return may be required when "gift" is claimed on transfer of real estate . http://www.irs.gov/formspubs
Alameda County	Some cities require a transfer tax on deeds, must contact county to verify based on location of property
Contra Costa County	County Recorder Website http://www.ccclerkrec.us/connect/site/index.jsp?menultemId=6 Re-Records require borrower to re-sign and must be re-acknowledged Will not record documents concurrently All document riders must be signed by the borrower(s) Requests for Notice of Default must be notarized if completed and signed
Humboldt County	Assignments for Rents may be included in documents for additional fee
Fresno County	Re-Records require affidavit and acknowledgement. Agent can sign for borrower Requests for Notice of Default must be notarized if completed and signed
Kern County	Re-Records require affidavit and acknowledgement. Agent can sign for borrower
Los Angeles County	Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately Recorder Main Website http://www.lavote.net/Recorder/Document_Recording.cfm#RecordingFees Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents may be included in documents for additional fee Perjury statement must be included and added to page count if clarify pages are submitted Satisfactions of Judgment must be certified by Clerk of the Court prior to recording
Mendocino County	Borrower signature is required on the preliminary change of ownership report Does not accept stickers on any documents Documents cannot include any attachments (IE: post-it notes, etc) Requests for Notice of Default must be notarized if completed and signed
Modoc County	No stickers, corrective tape or liquid is accepted on any documents
Nevada County	Assignments for Rents may be included in documents for additional fee
Obispo County	Assignments for Rents may be included in documents for additional fee
Placer County	Borrower signature is required on the preliminary change of ownership report Re-Records require borrower to re-sign and must be re-acknowledged Assignments for Rents may be included in documents for additional fee Does not accept stickers, corrective tape or liquid on any documents
Riverside County	Fee Schedule http://riverside.asrclrec.com/acr/forms/Fee%20Schedule.pdf Re-Records require borrower to re-sign and must be re-acknowledged
Sacramento County	Exempt Deeds must include exemption code typed on the first page of the document Assignments for Rents may be included in documents for additional fee Does not accept stickers, corrective tape or liquid on any documents
San Benito County	Will not record assignments concurrently
San Bernardino County	San Bernardino County Cover Sheet http://www.co.san-bernardino.ca.us/acr/pdf/cover.pdf Fee Schedule http://www.co.san-bernardino.ca.us/acr/pdf/Feeschedule0109%20.pdf Mobile Home Power of Attorneys and Affixations must be filed as riders to the Deed of Trust (not as separate documents)
San Luis County	Manufactured Home Affidavit and Power of Attorney must be submitted as riders to deeds, not recorded separately Does not accept documents with stickers
San Diego County	Assignments for Rents may be included in documents for additional fee Recording and Filing Fees http://arcc.co.san-diego.ca.us/arcc/docs/RecFilingFees.pdf San Diego County Cover Sheet http://arcc.co.san-diego.ca.us/arcc/docs/covsh.pdf
San Francisco County	Office of Assessor-Recorder Website http://www.sfgov.org/site/assessor_index.asp?id=93 Transfer Tax Affidavit http://www.sfgov.org/site/uploadedfiles/assessor/real_property/TransferTaxAffidavit11-20-09.pdf
San Joaquin County	Claim of Exemption Form Documentary Transfer Tax http://www.co.san-joaquin.ca.us/Recorder/forms.htm
Santa Barbara County	Transfer Tax Affidavit http://sbcrecorder.com/clerkrecorder/clerkrecorderpdf/2009DTTAffidavit.pdf
Santa Clara County	"Requested by" name and address must be included on first page of all documents "Mail Tax Statements to:" name and address must be include on the bottom of the first page of all documents Some cities require a transfer tax on deeds, must contact county to verify based on location of property

When applicable, the transfer tax should be paid first, otherwise documents will take as long as 6 weeks to be returned

"Gift" exemptions must include verbiage that property is "free and clear of liens or encumbrances"

Borrower signature is required on the preliminary change of ownership report

Re-Records require borrower to re-sign and must be re-acknowledged

Assignments for Rents and Fixture Filings may be included in documents for additional fee

Assignments for Rents may be included in documents for additional fee

Borrower signature is required on the preliminary change of ownership report

Requests for Notice of Default must be notarized if completed and signed

Borrower signature is required on the preliminary change of ownership report

Re-Records require borrower to re-sign and must be re-acknowledged

Will not record subordinations concurrently

Siskiyou County

Solano County

Stanislaus County

Tulare County



Administrative Recording Requirements

State of Colorado

Marital State: No - unless a declaration of homestead has been recorded.
Trust State: Yes
Mortgage State: No

Recording Structure: 63 counties / Clerk

Required Documents: **Property Transfer Declaration TD1000 or Exemption**
<http://www.dora.state.co.us/real-estate/contracts/01TD1000.pdf>

Formatting of Documents:

Format specified by statute
1" top margin
Left, right and bottom margins at least 1/2"

Legal Description: Required for all deeds, deeds of trust, and mortgages

Other Requirements: Grantor/Grantee legal and mailing addresses must be on face of all deeds (PO Boxes are insufficient)
Return-to name and address
Notary certification requires date, expiration date, printed name with signature and seal or stamp
All signatures must include a printed name underneath
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document
For properties located in 80123, call county for correct recording office.

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 3 - 4 weeks

City Websites:

Aspen www.aspenpitkin.com/depts/45/tax_realestatetransfer.cfm

Avon www.avon.org

Breckenridge www.townofbreckenridge.com

Frisco www.townoffrisco.com

Gypsum www.townofgypsum.org

Minturn www.minturn.org

Snowmass Village www.tosv.com/formsino/clerkforms.php

Telluride www.town.telluride.co.us/home/index.asp

Vail www.ci.vail.co.us

Winter Park www.winterparkgov.com



Administrative Recording Requirements

State of Connecticut

Marital State: No
Trust State: No
Mortgage State: No

Recording Structure: 169 towns & cities (no county recording) / Town Clerk

Connecticut Department of Revenue Website:

www.ct.gov/DRS

Required Documents: **Real Estate Conveyance of Tax Return & Allocation Worksheet**

<http://www.ct.gov/drs/cwp/view.asp?a=1555&q=450816>

Formatting of Documents:

Format specified by statute
margins no less than 3/4" all sides
Addresses must in the top left hand of first page
Return-to name and address must be in the top left hand

Legal Description: All deeds and mortgages must also include: section, block, lot or tract

Other Requirements:

Grantee current address must be listed in all deeds
All documents must have two witnesses. Notary is considered one.
All signatures must included a printed name underneath.
Corporate title must be printed under signatures. Corporate seal is required.
Notary certification requires date, expiration date, signature, printed name, and seal or stamp if available
Verify recording location by county. Some are recorded in other counties.
Some counties require self addressed stamped envelope
Two witnesses required
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 week - 3 months



Administrative Recording Requirements

State of Delaware

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 3 counties / Recorder of Deeds

Required Documents: **Real Estate Tax Return & Affidavit of Gain & Value**
http://revenue.delaware.gov/services/current_bt/5402.pdf

Formatting of Documents:

Format varies slightly by county

2" bottom margin on last page

"Tax Parcel #" (number) must be listed on first page*

* New Castle and Sussex must be located in upper right hand corner

* Kent County must be located in upper left hand corner

"Prepared by" name and address must be 2 lines under tax parcel number

Return-to name and address

All pages must be sequentially numbers (even attachments)

12 point font

No correction liquid or tape on any documents

Legal Description: County tax assessment and parcel ID number are required*

* on all docs in New Castle and Sussex County

* on deeds, deeds of trust and mortgages in Kent County

Other Requirements: Addresses for all involved parties must be stated on all deeds
Notary certification requires name and title printed in dark ink under signature, date, and expiration date
All signatures must have a printed name underneath

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: up to 6 weeks

Delaware County Specifics

Kent County Requires New Property Owner Information Form

Kent Count Recorder of Deeds Website:

<http://www.co.kent.de.us/Departments/RowOffices/Recorder/>

New Property Owner Information Form

<http://www.co.kent.de.us/Departments/RowOffices/Recorder/documents/PropertyOwnerInformationForm.pdf>

City of Dover Deed must be stamped by the city Tax Assessor before recording, send self addressed stamped envelope

City of Dover, 5 East Reed Street, Dover, DE 19901 (303) 736-7022

New Castle County Requires state transfer form and county transfer form (below)

New Castle County Recorder of Deeds Website:

<http://www.nccde.org/deeds/home/webpage1.asp>

Affidavit for Realty transfer Tax (county form)

<http://www.co.new-castle.de.us/deeds/home/fileuploads/images/forms/new%20castle%20county%20tax%20affidavit.pdf>

Sussex County Requires state transfer form and county transfer form (below)

Sussex County Recorder of Deeds Website:

<http://www.sussexcountyde.gov/dept/rod/index.cfm?resource=home>

Affidavit for Realty transfer Tax (county form)

<http://www.sussexcountyde.gov/dept/rod/docs/affadavit.pdf>

City of Ocean View Deed must be stamped by the Delaware National Bank before recording, send self addressed stamped envelope

Delaware National Bank, 21035 DuPont Blvd, Georgetown, DE 19947 (302) 855-2406



Administrative Recording Requirements

District of Columbia

Marital State: No

Trust State: Yes

Mortgage State: No

Recording Structure: 1 recording office / Recorder of Deeds

Required Documents: **Real Property Recordation FP-7/C (ROD 1)**
Transfer Tax Form FP 7CA (ROD 2)
Security Affidavit - Class 1 (ROD 21) required for all mortgages
Spousal Affidavit ORD (ROD 19) required for adding or removing spouse
Parental Affidavit (ROD 20) required for transfers involving parent/child
Re-Records Certification (ROD 24) required for all re-records
All forms available on Recorder Website:
<http://otr.cfo.dc.gov/otr/site/default.asp>

Formatting of Documents:

Not specified by statute

Other Requirements: Printed name and address of all parties must be above or below all signatures.
Self-addresses stamped envelope is required
Spouse or domestic partner signature is required. Clearly note if unmarried
Deeds must be recorded within 30 days of execution
Subsequent filings should include reference date, book & pages

Fee Structure: <http://otr.cfo.dc.gov/otr/cwp/view,a,1328,q,593414.asp>

Blanket Assignments: Not accepted

Blanket Releases: Not accepted

Completion Time: 6 - 8 months



Administrative Recording Requirements

State of Florida

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 67 counties / Clerk of Circuit Court
Broward County = County Administrator
Orange County = Comptroller

Required Statement: "This document prepared by " with name, address

Formatting of Documents:

Format specified by statute
8 1/2 x 11 or 8 1/2 x 14
First page: 3" x 3" top right hand margin
"This document prepared by" (name) (address) in top left 3" margin
Return to (name) and (address) also in top left 3"

Legal Description: Required, include parcel number

Other Requirements: Printed name and address must be included below all signatures.
Notary certificate must be in black ink only and include stamp or seal
Most counties require two witnesses. Printed name must also be included
Subsequent filings should include reference date, book & pages
Grantee and Grantor names, addresses and marital status required
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee, some exceptions apply

Blanket Releases: Generally accepted for additional fee, some exceptions apply

Completion Time: Same day - 2 weeks

Florida County Requirements:

Brevard County Penalty and interest for documents not recorded within 30 days of execution

Broward County Transmittal Sheet Required
<http://www.broward.org/records/cr03600.htm>

Charlotte County Subordinations or Assignments cannot be recorded concurrently

Duval County Transmittal Sheet Required
<http://www.duvalclerk.com/ccWebsite/resources/adobe/recordingTransmittalSheet.pdf>

Transmittal Sheet Information

<http://www.duvalclerk.com/ccWebsite/Default.aspx?id=departmentRecording>

Nassau County Cover Sheet Required

<http://www.nassauclerk.com/files/RECORDING%20TRANSMITTAL%20COVER%20SHEET.pdf>

Orange County Checks must be payable to Comptroller

Will not Re-record certified copies



Administrative Recording Requirements
State of Georgia

Marital State: No
Trust State: No
Mortgage State: Yes

Recording Structure: 159 counties / Clerk of Superior Court

Required Documents: **Real Estate Transfer Tax Declaration Form**

Electronic Filing Required: <http://www.gsccca.org/efiling/pt61/>

Formatting of Documents:

Specified by statute
First page: 3" top margin
Name and address of preparer in top left 3" of first page
Return to (natural person) name and address in top left 3" of first page

Legal Description: Required

Other Requirements: Grantee address must be included
Two witnesses required
Foreclosure deeds must be recorded within 90 days
Notary certification requires expiration date
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document
Corrective documents require an Affidavit of Correction

Blanket Assignments: Generally accepted, exceptions apply

Blanket Releases: Generally accepted, exceptions apply

Fee Schedule: <http://www.gsccca.org/projects/feeSchedule.asp>

Completion Time: 2 days - 2 weeks

Georgia County Requirements:

DeKalb County Does not allow any type of corrective liquid or tape

Rabun County Requires borrower address on the front of the Security Deed



Administrative Recording Requirements

State of Hawaii

Marital State: No
Trust State: No
Mortgage State: No

Recording Structure: All recording done at Bureau of Conveyances via Registrar of Conveyances

Required Documents: **Conveyance Tax Certification**

Website: <http://hawaii.gov/dlnr/boc/forms>

Formatting of Documents:

Format specified by statute
One-sided documents only
8 1/2 x 11 maximum
First page should include names/addresses of grantors/grantees, type of documents, and tax map key
3 1/2" top margin, followed by return-to address in next 1"
Pages must be numbered in sequential order
Must be legible for photostatic or electrostatic duplication
Coversheet can be used if there is insufficient margin space (available on website above)

Other Requirements: Self-addresses stamped envelope is required
Names should include middle initial/name when applicable
All signatures must include typed, printed, or stamped (not hand written) name and address under signature
All signatures must match names in documents and notary certificate exactly
All docs require a notary certificate seal
Changes to the document require initial by borrower and notary
Submit documents in duplicate
Corporate name and title must be printed underneath signatures
Amendments to documents are required instead of re-records
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document

Legal Description: Certificate of Title number must be listed

Blanket Assignments: Not accepted

Blanket Releases: Not accepted

Fee Schedule: <http://hawaii.gov/dlnr/boc/fee>

Completion Time: 6 weeks



Administrative Recording Requirements

State of Idaho

Marital State: Yes - regarding Real Property acquired during the marriage.

Trust State: Yes

Mortgage State:

Recording Structure: 44 counties / Clerk and Recorder

Required Statement: "This document prepared by " name, address

Formatting of Documents:

Specified by statute

8 1/2 x 14 maximum

First page: 3" top margin / 5" right hand side blank

Prepared by name and address required in left hand top 3 1/2"

Return to name and address required in left hand top 3 1/2"

Other Requirements: Original signatures required

Must include grantee name and address

All documents must be acknowledged

Notary certificate must include seal.

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

Blanket Assignments: Generally accepted with additional fee

Blanket Releases: Generally accepted with additional fee

Completion Time: Same day - 2 weeks



Administrative Recording Requirements
State of Illinois

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 102 counties / Recorder

Required Documents: **Real Estate Transfer Declaration or Exemption (Form PTAX-203)**

<https://www.revenue.state.il.us/app/rtdi/>

Certification of Compliance or Certification of Exemption for State of Illinois Anti-Predatory Lending

<http://www.ilapld.com>

NOTE: Exemptions require the following verbiage to be typed in the document. It must be signed and dated by the grantor/grantee or prepared:

"Exempt under provisions of Paragraph E, Section 31-45 Property Tax Code _____" (exemption code must be added)

Required Statement: "This document prepared by" name and address - must be listed on first page
"Mail Tax Statement to:" name and address - must be listed on first page

Formatting of Documents:

Format specified by statute / penalty for non-compliance
Minimum 20 lb white paper
No continuous form or bound pages (no staples, etc)
First page: 3" x 5" top right hand corner blank for recording information / all other margins 1/2"
Return-to name and address in left hand 3 1/2" top margin
Other pages: All margins 1/2"
Non-essential notations may be listed in the margins
Type written or computer generated
Legible size print
Black ink (signatures and dates may be in other dark color as long as they are dark enough to reproduce)
Legible for photo duplication
No fax copies accepted
Do not attach pages in any way (no staples or clips)
Do not highlight or use corrective liquid (or tape) on any pages

Legal Description: Required for all documents and must include parcel number and street address

Other Requirements: All signatures require a printed name underneath
Grantee name and address required
Tax Parcel number must be listed on all documents
Notary certification with seal or scrawl required
Names and addresses for all involved parties must be listed on the first page of the document
Re-records require reason listed at top of document
When applicable, Estoppels Affidavit must be filed as a separate document
Death certificates require Deceased Join Tenancy Affidavit to be filed prior to any documents being recorded
Many counties have varying other requirements see attached list

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: Same day - 2 months

Illinois County Specifics

Cook County

Requires Grantor/Grantee Affidavit

Requires Cook County Transfer Tax Declaration in addition to state Real Estate Transfer Declaration Form

All forms available on **Cook County Register of Deeds Website:**

<http://www.ccrd.info/CCRD/controller;jsessionid=54E92BB753BF888ECC40D971B0E5FDF2.CCRDAPSRV1>

Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.

City of Chicago Real Property Transfer Tax Declaration

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_ATTACH/RPPTFillable42508_1.pdf

CTA Portion of Real Estate Property Tax Refund Application

http://egov.cityofchicago.org/webportal/COCWebPortal/COC_EDITORIAL/RefundApplicationfortheCTAPortionoftheRPTT.pdf

City of Chicago Heights Real Estate Transfer Stamp Application Form

City of Des Plaines Transfer Stamp Guidelines and Real Estate Transfer Declaration

<http://www.desplaines.org/ReferenceDesk/FormsandPermits/RealEstateTransferForm.pdf>

City of Eglin Real Estate Transfer Declaration

<http://www.cityofeglin.org/documentview.aspx?DID=9>

Village of Hillside Real Estate Transfer Declaration

<http://hillside-il.org/downloads/forms/realestatetransferdeclarationform.pdf>

Certificate of Exemption

<http://www.hillside-il.org/downloads/forms/exemptionsheet.pdf>

Village of Melrose Park Exempt Transaction Affidavit

Village of Morton Grove **Transfer Tax Declaration form**

<http://www.mortongroveil.org/assets/forms/AF2ABA3A11DF4E31BB5688CFC5C16BA9.pdf>

DeKalb County

DeKalb County Clerk & Recorder Website

http://www.dekalbcounty.org/CoClerk/co_clerk.html

Requires **Plat Act Affidavit**

<http://www.dekalbcounty.org/CoClerk/plat-act.pdf>

City of Sycamore Transfer Tax due for properties in this municipality

Transfer Tax Application Form

Certificate of Exemption

<http://www.cityofsycamore.com/FORMS%205-27.htm>

Dupage County

Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.

City of West Chicago Requires **Change of Occupancy Inspection**

Requires **Deed Certification Form**

<http://www.westchicago.org/documents/DeedCertificationForm-final.pdf>

<http://westchicago.org/Departments/CommDev/SellingYourHome.html>

Village of Glendale

Heights Real Estate Transfer Stamp Declaration/Exemption

<http://www.glendaleheights.org/AdminServices/RealEstateTransDeclarationForm.pdf>

Kane County

Requires Plat Act Affidavit

<http://www.kanecountyrecorder.net/forms.aspx>

Knox County

requires Form PTAX-203

No county tax

Lake County

Lake County Website forms

<http://www.lakecountyil.gov/Recorder/Publications/Forms.htm>

City of Highwood Ft. Sheridan Subdivision Transfer Fee Declaration

http://www.cityofhighwood.com/docs/TOWN_OF_FORT_SHERIDAN_SUBDIVISION_TRANSFER_FEE_DECLARATION.pdf

City of Lake Forest Real Estate Transfer Tax Application Form

http://www.cityoflakeforest.com/pdf/cg/rett_app.pdf

Lake and Stephenson Counties

City of Freeport Property Transfer Tax Calculation Form

<http://www.ci.freeport.il.us/forms/prpty%20tx%20trnsfer%20form%202008.pdf>

Lee County

Requires Plat Act Affidavit

Madison County	Requires Plat Act Affidavit http://www.co.madison.il.us/MapsPlats/PDF/PlatActAffidavit.pdf
Macoupin County	Requires Plat Act Affidavit
McHenry County	Requires Plat Act Affidavit No notary stamp or seal requires, signature and expiration deed is required http://www.co.mchenry.il.us/departments/Recorder/PDFDocs/Recorder%20PDF%20Plat%20Act%20Aff%2002-09.pdf
Peoria County	In the city of Peoria, deeds must go to the Town Clerk first. City form needed
Ogle County	Requires Plat Act Affidavit
Randolf County	Requires PTAX-203
Sangamon County	Requires PTAX-203 and Plat Act Affidavit http://www.sangamoncountyrecorder.com/forms/forms/PlatActAffidavit.pdf
Shelby County	Requires Plat Act Affidavit
Tazewell County	Requires PTAX-203
Vermillion County	No labels on documents are accepted
Will County	Some cities require tax stamp to be issued prior to recording of deeds. Verify with township before recording any deeds.
Village of Romeoville	Romeoville Website for Reference http://www.romeoville.org/Finance/realestate_transfertax.aspx Village of Romeoville Sample Clearance Letter http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Clearance-Letter-Sample.pdf Village of Romeoville Certificate of Exemption http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Exemption-Certificate.pdf Village of Romeoville Real Estate Transfer Tax Refund Form http://www.romeoville.org/Finance/PDF/Real-Estate-Transfer-Tax-Refund-Form.pdf
Williamson County	Requires 10 point font are larger
Winnebago County	Requires Affidavit of Exception to Plat Act for all exempt deeds No blue ink except for signatures



Administrative Recording Requirements

State of Indiana

Marital State: No

Trust State: No

Mortgage State: No

Recording Structure: 92 counties / Recorder

Required Documents: **Sales Disclosure Form**

<http://www.in.gov/icpr/webfile/formsdiv/46021.pdf>

Sales Disclosure Instructions

<http://www.in.gov/dlgf/8294.htm>

Required Statement: "This instrument prepared by" (name)

The following affirmation statement:

"I affirm, under the penalties for perjury, that I have taken reasonable care to redact each Social Security number in this document, unless required by law."

This affirmation statement must be included at the end of document.

This statement must be signed and include a printed name.

Formatting of Documents:

Format specified by statute

Minimum 20 lb, white paper

8 1/2 x 14 or smaller

First page: 2" top and bottom margins, all other margins 1/2"

All other pages: 1/2" margins on all sides

Typed or computer generated (no continuous form papers)

Minimum 10 point font size

Black ink required, except signatures

All documents must be legible for photo reproduction

Include a title with nature of document

Legal Description: Must include section, township, range or subdivision and lot

Include mortgagor names, books & pages

Other Requirements: Must contain Grantee address and tax billing address

Notary certificate require county, stamp or seal as

Type, print or stamp name under each signature

Non originals must have "copy" stamped on first page

Some counties require a self-addresses stamped envelope

All signatures require printed name underneath

Parcel number required on all documents

All names must match exactly throughout documents

Subsequent filings should include reference date, book & pages

Re-records require reason listed at top of document

Manufactured Home Requirements:

- 1) Mortgage
- 2) Manufactured Home Affidavit of Affixation
- 3) Real Property and Manufactured Home Limited Power of Attorney

Blanket Assignments: Some counties will accept for an additional fee

Blanket Releases: Some counties will accept for an additional fee

Completion Time: 2 days - 2 weeks

Indiana County Specifics

Allen County Documents that contain blue ink are charged a \$ 1.00 non-standard fee

Dearborn County Will on record subordinations and assignments concurrently
15 digit parcel number must be included on the Sales Disclosure Form obtainable online or by calling 317-745-9206

Hendricks County Key Number must be included on the Sales Disclosure Form. This can be found on the tax notice, or by calling 765-641-9408

Madison County

St. Joseph County Purchases require inspections 3 days prior to closing. Health Department requires additional property transfer paperwork see the attached link for instructions and forms.

http://www.stjosephcountyindiana.com/departments/sjchd/online_permits.htm

Vanderburg County Documents being recorded simultaneously must be numbered in the top left hand corner of the documents specifying correct order.



Administrative Recording Requirements

State of Iowa

Marital State: Yes

Trust State: No

Mortgage State: No

Recording Structure: 99 counties / Recorder

Required Documents: **Real Estate Transfer Declaration of Value**

<http://forms.gmdsolutions.com/recorder/retransferdeclarationofvalue.pdf>

Real Estate Transfer Groundwater Hazard Statement

http://www.iowadnr.gov/other/files/gwh_form.pdf

These forms must be originals and require social security number(s)

Required Statement: "Address Tax Statement" followed by name and physical mailing address (PO Boxes are not acceptable)

"This document prepared by " with name, address, phone number

Formatting of Documents:

Format specified by statute

20 lb, white paper

8 1/2 x 11 or 8 1/2 x 14

Black or blue ink

10 point font size and no more than 20 characters per inch

First page: 3" top margin , other margins minimum of 3/4"

Below the 3" margin on first page, the following information is required:

- 1) "This document prepared by " with name, address, phone number
- 2) "Address Tax Statement" followed by name and physical mailing address
- 3) Return-to address
- 4) Title of document
- 5) All grantors' names
- 6) All grantees' names
- 7) Legal Description including parcel number

*If any of this information does not fit on the first page, you will need to include a reference listing the page number that the information can be found.

Must be legible for duplication

Legal Description: Required for all deeds & mortgages, include book & page, and instrument/document number

Other Requirements: All signatures must include a printed name below the signature
Notary certification must include county, state, and expiration date
Self addresses stamped envelope
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: Same day - 2 weeks

Iowa County Specifics

Black Hawk County Will not record documents concurrently

Polk County All deed forms must be originals with a carbon copy.

Coversheet is required, link below

<http://www.polkrecorder.com/coversheet.pdf>



Administrative Recording Requirements

State of Kansas

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 105 counties / Register of Deeds

Required Documents: **Real Estate Sales Validation Questionnaire**
<http://www.ksrevenue.org/pdf/SVQ.pdf>

Formatting of Documents:

Format specified by statute
Not to exceed legal size (8 1/2 x 14)
First page: 3" top margin, 5" right hand side blank. Margin must allow "sufficient space for recording information and certification" / All other sides must be 1"
Other pages: 1" margins on all sides
9 point font
"Sufficiently legible" for duplication

Legal Description: Required ; a tax description and property address are insufficient
Book & page required, not instrument number

Other Requirements: Satisfactions require full name and post office address of mortgagor
Satisfactions must be filed with the District Court based on property location. Checks are payable to "Clerk of the Court" for appropriate jurisdiction. Call for fees.
Conveyances require full name and last known address of person to whom the property is being conveyed.
Type or print name under all signatures
Notary certification with seal and expiration date are required
Marital status of individual grantors
Some require self addressed stamped envelope
Subsequent filings should include reference date, book & pages
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 2 days - 2 weeks

Kansas County Specifics

Johnson County

Re-File Affidavit and Mortgage Registration Fee Affidavit required for all Re-Records
http://rta.jocogov.org/documents/DOC_RE-FILE_AFFIDAVIT.pdf
<http://rta.jocogov.org/documents/MORTGAGE%20REGISTRATION%20FEE%20AFFIDAVIT.pdf>



Administrative Recording Requirements

State of Kentucky

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 120 counties / Register of Deeds

Required Statement: "This document prepared by " with name, address, and signature
"Property Tax Bill in care of" name and mailing address

Formatting of Documents:

Format not specified by statute
Must be "crisp, clean, complete and legible"
Must be legible for duplication
Mark and cross reference all exhibits
Title stating nature of document

Legal Description: Parcel number required on all documents
Deeds require deed book & page
Mortgages require mortgage book & page

Other Requirements: Printed name under each signature
Notary certification with date of expiration and seal is required
Grantee and Grantor addresses
Re-Records are not accepted. Must be "Original Corrective" document

Manufactured Home Requirements:

1) Manufactured Home Limited Power of Attorney
2) Affixation Affidavit

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 1 day - 2 weeks

Kentucky County Specifics:

Boone County Requires Group Number on all documents. This is obtained from county.
Burlington County Requires Group Number on all documents. This is obtained from county.
Campbell County Requires Group Number on all documents. This is obtained from county.
Harlan County All deeds and mortgages must be prepared by or signed off by an attorney
Kenton County Requires Group and PIN Numbers on all documents. These are obtained from county.



Administrative Recording Requirements

State of Louisiana

Marital State: Community Property State

Trust State: No

Mortgage State: No

Recording Structure: 64 parishes / Clerk of Court
separate offices for deeds and mortgage in Orleans Parish
Recorder of Mortgages in Orleans Parish

Formatting of Documents:

Format specified by statute
2" top margin; 1" side and bottom margins
Penalty for font size smaller than 8 point
Title is required under the 2" margin
Orleans Parrish requires 8 1/2 x 14
No faxes are accepted

Legal Description: Include municipal number or property address

Other Requirements: 2 witnesses are required; include printed name beneath signatures
Full names, mailing addresses, social security numbers, and marital status must be included for all parties
All signatures must include a printed name
Notary must include printed name, title, date and seal. Notary certifications by Louisiana notaries must include notary certification number, or LA Bar number. be recorded within 15 days of dating.
Must include a request, and self-addresses stamped envelope if a copy is requested. Louisiana does not return copies automatically

Blanket Assignments: Generally accepted for additional fee

Blanket Releases: Generally accepted for additional fee

Completion Time: 1 - 5 days

Louisiana Parish Specifics

East Baton Rouge: Cover Sheet Required
<http://www.ebrclerkofcourt.org/LinkClick.aspx?fileticket=8PRQa%2fjcpU4%3d&tabid=125>

Caddo Parish **Cancellation Form Requirements:**
Request for Cancellation Form and paid note required. Cancellation Memo ACT 169 linked below:
http://www.caddoclerk.com/ACT_169_b.pdf
Request for Cancellation
http://www.caddoclerk.com/RFC_1.pdf
Release by Obligee of Record
http://www.caddoclerk.com/RFC_2.pdf
Request for Cancellation by Licensed Financial Institute
http://www.caddoclerk.com/RFC_3.pdf

Jefferson Parish **Parish Forms available on website below:**
<http://www.jpclerkofcourt.us/mort&Convey/Forms.asp>

Orleans Parish **Parish Forms available on website below:**
<http://www.orleanscdc.com/forms.shtm>

St. Tammy Parish **Parish Forms available on website below:**
<http://www.sttammanyclerk.org/main/forms.asp>



Administrative Recording Requirements

State of Maine

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 16 counties / Register of Deeds

Required Documents: **Real Estate Transfer Tax Declaration**
<http://maine.gov/revenue/propertytax/transfertax/RealEstateTransferTax.pdf>

Formatting of Documents:

All documents are required by statute to be "legible for recording"
No fax copies accepted

Legal Description: Must include "adequate description"
Book and page must be listed within document

Other Requirements: Signatures are required on all releases
All signatures must include a printed/typed name underneath
Name and address of grantee and grantor required
Notary certification is required and must have a typed name underneath signature
Return to name, address and toll-free phone number required
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for additional fee.

Blanket Releases: Generally accepted for additional fee.

Completion Time: 2 weeks - 2 months



Administrative Recording Requirements

State of Maryland

Marital State: No
Trust State: Yes
Mortgage State: Yes

Recording Structure: 23 counties Clerk of Circuit Court
Baltimore is an independent city

Required Statement: **Affidavit of Preparation** required for all deeds, mortgages, deeds of trust and modifications certifying that documents were prepared by an attorney, or under an attorney's supervision, or a certification that the documents were prepared by one of the named parties in the document.

One of the following forms of certification must be used:

1) "This is to certify that the within instrument has been prepared under the supervision of the undersigned Maryland attorney." This statement must be signed by the attorney, and a printed name must be listed underneath.

or

2) "This is to certify that the within instrument has been prepared by a party to the instrument." This statement must be signed by the authorized party and a name must be printed beneath the signature, as "Authorized Agent".

Return to name and address must be listed on the bottom of the last page of the instrument

Affidavit of Exemption (from licensing and/or taxation) when necessary

State Website: www.dat.state.md.us

Information regarding non-resident income tax can be found on the following website.

http://business.marylandtaxes.com/pdf/withholding_requirement.pdf

Required Documents: **Affidavit of Residence**
Application for Certificate of Full or Partial Exemption Form MW506AE
Maryland Non-Resident Sale of Real Property Form MW506NRS
<http://individuals.marylandtaxes.com/taxforms/10forms.asp>
Land Record Intake Sheet
<http://www.courts.state.md.us/courtforms/index.html>
Refinance Affidavit

Formatting of Documents:

Format specified by statute. Excessive fees for noncompliance
White paper
8 1/2 x 11 or 8 1/2 x 14
First page: 3" top margin / 1" other margins
Other pages: 1" all margins
8 point font
Black ink
Documents may be returned if not considered legible for recording

Legal Description: Adequate description necessary on all deeds, deeds of trust and mortgages
Include a Principal Residence Statement when necessary

Other Requirements: All signatures require a typed or printed name above or below
Grantor name and mailing must be included on all documents
Documents require attorney preparation
Notary required, seal must contain county of commission
Margin notations cannot be used to release mortgages.
Re-records require reason listed at top of document
Extensive varying county requirements, contact municipality for verification of forms
Abstractor services are recommended as many counties will not allow mail-in recordings

Blanket Assignments: Generally accepted at no additional fee
Blanket Releases: Generally accepted in some counties at no additional fee
Completion Time: Varies by county

Maryland County Specifics

Carroll County All changes must be initialed
Charles County Requires **Application for Certificate of Tax Liens**
http://www.charlescounty.org/treas/taxes/cert_tax_liens_app.pdf
Cecil County Requires **Property Transfer Cover Sheet**
<http://www.ccgov.org/uploads/Treasurer/PROPERTY%20TRANSFER%20RECORD.pdf>
Howard County Requires **Howard County Refinance Affidavit**
<http://www.co.ho.md.us/DOF/DOFDocs/RecordationRefinanceAffidavit.pdf>
Prince George County Requires **Prince George County Finance Affidavit**
<http://www.princegeorgescountymd.gov/Government/AgencyIndex/Finance/PDFs/Finance+Affidavit+internet+copy06-08.pdf>
<http://www.co.pg.md.us/government/agencyindex/finance/forms.asp>



Administrative Recording Requirements

State of Massachusetts

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 14 counties / Register of Deeds
Secretary of State in Franklin & Middlesex counties

Massachusetts Register of Deeds Listing of all District Offices (including websites and contact information):

<http://www.sec.state.ma.us/rod/rodlst/lstidx.htm#Ba>

Required Cover Sheets:

Berkshire County Berkshire Middle District Document Cover Sheet
http://www.sec.state.ma.us/rod/rodbrksth/doc_cover.pdf

Franklin County Franklin County Document Cover Sheet
http://www.sec.state.ma.us/rod/rodfranklin/document_cover_sheet.pdf

Nantucket County Land Bank Commission Form A
<http://www.nantucketlandbank.org/Documents/forma.pdf>

Required Information: One of the following must be included

If mortgage broker Include: name, post office address, license number; and, if applicable, mortgage loan originator
If no mortgage broker "No mortgage broker and no loan originator was involved in this transaction"

Deeds require **Consideration Statement** that must include on the following: a) Amount of \$ 1.00, b) Amount of more than \$ 100.00, or c) "For Love and Affection".

Formatting of Documents:

Format specified by statute
Paper must be "sufficient weight to reproduce in registry scanners"
8 1/2 x 14 or 8 1/2 x 11
First page: 3" top margin; right hand 3" blank
Return-to address in left hand 3 1/2"
Some counties require 2" side and bottom margins
10 point font size, minimum

Legal Description:

Property address must be listed on the first page
Derivation clause must include book and page (not instrument number)
Address of property and address of residence required to be listed separately
If Registered Land, Title number must be included

Other Requirements:

All signatures must be legible.
Printed name must be included under all signatures
Corporate officers must include corporate title under signature, including notary signature
Grantee post office address required
Notary with expiration date required. Seal is required for out-of-state notaries.
Some counties require self-addressed stamped envelope
Must be recorded in the correct registry based upon property address
Assignments require assignee name and address
Titles changes in/out of trust must be signed as trustee and as individual. Book & Page of Trust must be included
Do not include social security or driver's license numbers on documents
Affidavit of Name Change is used to change name only on title of Deeds
Trust Affidavits must be filed as separate recorded documents

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 weeks - 2 months

Massachusetts County Specifics

Barnstable County Must submit both original and a copy of documents

Dukes County Deeds require Land Bank Forms LB1 and LB2

<http://www.mass.gov/courts/courtsandjudges/courts/landcourt/policies-procedures.html>

Essex South County If Registered Land, must submit both original and a copy of documents

Hampden County Documents involving Registered Land require a cover letter requesting a time stamped copy

Middlesex County Subordinations can be recorded concurrently, and require document number (not book & page)

Middlesex County Document Recording Checklist (not required as an attachment)

<http://www.sec.state.ma.us/rod/rodmidsth/msreqrec.htm>

Suffolk County Documents involving Registered Land require a cover letter requesting a time stamped copy

Worcester County Documents involving Registered Land require a cover letter requesting a time stamped copy



Administrative Recording Requirements

State of Michigan

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 83 counties / Register of Deeds

Required Documents: **Real Estate Transfer Valuation Affidavit**

http://www.michigan.gov/documents/strealestran1_2544_7.pdf

Exemptions require the following directly below the title of the document: "Tax Exempt Pursuant to M.C.L.A. 207-526(6)(i) and County Exemption MCL 207.505 §5 By: _____"

Manufactured Homes: **Affidavit of Affixation of Manufactured Home**

http://www.michigan.gov/documents/dleg/dleg_bcc_mhaffidavit_affixture_254632_7.pdf

This must be filed with the Michigan Department of Labor & Economic Growth, 2501 Woodlake Circle, Okemos, MI 48864 (517) 241-9317)

Required Statement: "This document prepared by" name and address

Formatting of Documents:

Format required by statute
20 lb paper
8 1/2 x 11 or 8 1/2 x 14 only
First page: 2 1/2" top margin, all other margins 1/2"
Other pages: 1/2" margins all sides
10 point font
A single title must be included under top margin
Must be electronically, mechanically, or hand printed
Must be legible for recording
All printing must be in black ink. Signatures may be in blue ink

Legal Description:

Include liber (book) and page.
Required for deeds and mortgages, suggested with all documents
Must include city, township or village, county and state of property

Other Requirements:

All signatures must include a printed name underneath
All signatures must match the printed name exactly
All names/signatures must be consistent throughout documents
Grantee and Grantor names addresses required

Notary must include county and date of expiration. If the notary is completed in a county other than the county that the notary was commissioned in, "Acting in ---- County", must also be included.
Witnesses are no longer required
Deeds and mortgages must include marital status
Do not include first five digits of the social security unless required by state or federal law

Some counties require self-addressed stamp envelope
All changes must be initialed
Physical address of lender is required (cannot accept PO Box)
Assignments must include signature followed by the corporate name and title
Death Certificates must include a cover sheet that include 1) the title of the document and 2) return to name and address
Re-Records require **Affidavit of Facts**

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 days - 2 months

Michigan County Specifics

Calhoun County AKAs require borrower to sign

Genesee County Will record documents concurrently

City of Flint Deeds must be certified by the City Treasurer, 1101 S Saginew Street, Flint, MI 48502

Fees apply, payable to City Treasurer

For non-exempt deeds: send Transfer Affidavit Form to Tax Assessor's office and the Deed to County

Recorder

Kalamazoo County

Lapeer County No coversheets accepted. Title of Document Required on very top of document

Macomb County Will not record documents concurrently

Documents must be stamped by the Treasurer's Office, then recorded with the county

Affidavit of Facts must reference the document being re-recorded along with the legal description

Oceana County Subordinations require borrower's name

Oakland County Noncompliant documents will be rejected

Saginaw County Will not record assignments concurrently

Tuscola County Will not record documents concurrently

Wayne County Tax Certification required to record Warranty Deeds

Abstractor must be utilized as no mail-in certifications are accepted



Administrative Recording Requirements

State of Minnesota

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 87 counties / Recorder

Required Documents: **Well Disclosure Certificate (or statement)**

<http://www.health.state.mn.us/divs/eh/wells/disclosures/certificateform.pdf>

or "The seller certifies that the seller does not know of any wells on the described property"

Mortgage Registry & Deed Tax Form

http://www.taxes.state.mn.us/special/mortgage_deed/forms/dt1.pdf

Certificate of Real Estate Value required for all Deeds over \$ 1,000

If Consideration is less than \$ 500 must include "Total consideration for described property is of \$500 or less". Social security numbers must be included

Death Certificates **Affidavit of Survivorship** required

Power of Attorneys **Affidavit of Recorded Power of Attorney** required

Manufactured Homes: **Affixation Affidavit** required

Manufactured Home Power of Attorney required

Required Statement: "This instrument was drafted by" name and address must be included at the end of the document (do not use "prepared")
"Send tax statement to" name and address

Formatting of Documents:

Format specified by statute

No larger than 8 1/2 x 14

First page: Blank 3" top margin (left side for tax certification/ right side for recording information)

1/2" all other margins

8 point minimum size font

Black ink

Must be printed, typed, or computer generated

Title of document must be visible under the top margin

Must be "sufficiently legible to reproduce a legible copy"

No highlighting or corrective tape or liquid accepted

Legal Description: Required for all deeds, mortgages, and partial releases, requested on all documents

Tax book descriptions are not acceptable

Include book and page or document number

Other Requirements: Grantee and Grantor names and addresses

All signatures must include a printed, typed or stamped name underneath, including that of notary

Notary certification must include county, and expiration date on all documents.

Notary must include a reproducible seal

Include marital status of all grantors

Borrower's name and address must be included in the acknowledgement

Re-records require reason listed at top of document

Payment required in two checks: 1 to recorder and 1 to treasurer

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 3 weeks

Minnesota County Specifics

Anoka County Re-Records must be resigned and acknowledged

Dakota County Penalty for writing in margins.

Coversheet must be attached if first page does not meet standards

Faribault County **Property Transaction Form** required for all deeds

<http://www.faribaultcountyswcd.com/FileLib/Property%20Transfer%20Form.pdf>

Hennepin County Re-Records must be resigned and acknowledged

Will accept FKAs, but not AKAs

Certified copy of Marriage License required when adding spouse to title

Certified copy of Marriage License required with Mortgage when adding spouse to mortgage

Power of Attorney requires **Affidavit of Non-Revocation of Power of Attorney**

Lynn County Re-Records must be resigned and acknowledged

Ramsey County Requires a \$ 5 mail-in fee per package (not per document)to the recorder's office.

Washington County Certified copy of Marriage License required with Mortgage when adding spouse to mortgage

Wright County Requires \$ 5 Agricultural Preservation Fee payable to Auditor-Treasurer



Administrative Recording Requirements

State of Mississippi

Marital State: Yes
Trust State: Yes
Mortgage State: No

Recording Structure: 82 counties / Clerk of Chancery Court

Required Statement: "This document prepared by" name, address and phone number (must be on first page)
"Return this document to" name, address, and phone number (must be on first page)
"Indexing Instructions" must be listed on first page as listed below

Formatting of Documents:

Format specified by statute
20 lb white paper, no continuous form paper
Typed or computer generated
8 point font
First page: 3" top margin left blank for recording information
3/4" all other margins
Preparer's name, address, and phone number must be included immediately under 3" margin on first page
Return-to name, address, and phone number immediately under preparer's information on first page
Title and nature of document immediately under return-to information on first page
"Indexing Instructions" must be listed immediately below title and must include section, township, and range
Must be legible for photo duplication
One-sided documents only

Legal Description: Legal Description must be included on the first page of all documents as "Exhibit A"
Book and page required

Other Requirements: Grantee and grantor names, addresses, and two phone numbers must be listed on the first page of all documents
If two phone numbers are not available, N/A must be listed as second number
Notary certification must include expiration date and seal
If the preparer is an attorney, the attorney's Mississippi Bar Number must be included on the first page
Some counties require self-addressed stamped envelope
Re-records require reason listed at top of document
"Power of Attorney" not accepted for homestead property.

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 days - 2 weeks

Mississippi County Specifics

Newton County required indexing instructions to be listed separately from the legal description within the document



Administrative Recording Requirements

State of Missouri

Marital State: Yes
Trust State: Yes
Mortgage State: No

Recording Structure: 114 counties / Recorder of Deeds
St. Louis is an independent city

Formatting of Documents:

Format specified by statute. Non-conforming documents will be assessed with a penalty fee
White or light colored, 20 lb paper
8 1/2 x 11
First page: 3" top margin
3/4" all other margins
10 point font size
Black or dark ink including signatures
Must be "clear and readable image"
Title with nature of document immediately under 3" top margin
The following must be included on the first page: title, date, grantor and grantee names, addresses, and legal description
No highlighting, white out, or labels permitted throughout documents. Non-standard penalty fees charged for non-compliance

Legal Description: Must be included on the first page of all documents
Book & page is required, instrument number is required when applicable
Property address is not acceptable

Other Requirements: All signatures must include printed, typed or stamped name under original signature
All signatures must be in black or dark ink
Corporate seal is required when applicable
Grantee mailing address must be included on all deeds
Assignee address must be included on all assignments
Notary certification must include county, expiration date and seal, as well as printed, stamped or typed name under signature
Return-to name, address, and toll-free phone number
Some counties require self-addressed stamped envelope
Most counties do not permit pages to be attached in any way (IE: staples, clips)
Re-records require reason listed at top of document
Do not include social security, driver's license, or any type of personal identification numbers on any documents

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 2 weeks

Missouri County Specifics

Greene County No stickers permitted on documents to be recorded, no exceptions
Does not record documents concurrently

Jackson County Requires **Jackson County Certificate of Value**
<http://www.jacksongov.org/content/3271/3632/default.aspx>

Jefferson Does not record documents concurrently

Ray County No stickers permitted on documents to be recorded, no exceptions. No writing permitted on the top of documents.

St. Charles County Requires **St. Charles County Certificate of Value**
http://recorder.sccmo.org/recorder/index.php?option=com_content&task=view&id=9&Itemid=20

St. Louis County Requires **St. Louis County Certificate of Value**
<http://revenue.stlouisco.com/RevWebDocs/Forms/COV%20Form.pdf>



Administrative Recording Requirements

State of Montana

Marital State: No

Trust State: Yes

Mortgage State:

Recording Structure: 56 counties / Clerk

Montana Depart of Revenue Website:

<http://revenue.mt.gov/revenue/formsandresources/RTC1.asp>

Required Documents: **Realty Transfer Certificate Confidential Tax Document Form**

<http://revenue.mt.gov/revenue/formsandresources/forms/488RTC.pdf>

DNRC Water Right Ownership Update

http://dnrc.mt.gov/wrd/water_rts/wr_general_info/wrforms/608.pdf

Formatting of Documents:

Format specified by statute / penalty fee for non-compliance

20 lb white paper

8 1/2 x 11 or 8 1/2 x 14

First page: 3" top margin; 5" right hand side blank for recording information / 1" all other margins

Return-to name and address in left hand 3 1/2"

2" bottom margin on last page for time stamp as required by law

Other pages: 1" all margins

Names of all parties must be listed on the first or second page

Typed or computer generated

10 point font

All print must be in Black ink, excluding signatures

Legal Description: Must be included with all deeds, mortgages, assignments and release documents

Must include parcel number and deed reference

Other Requirements: All signatures must include printed, typed or stamped name under original signature

Grantee mailing address must be included on all documents

Notary certification must include expiration date, seal, and city of residence.

Return-to name, address, and phone must be included

Mortgages must include note or principal amount

Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: 1 week - 1 month



Administrative Recording Requirements

State of Nebraska

Marital State: Yes

Trust State: Yes

Mortgage State: No

Recording Structure: 93 counties / Register of Deeds (Clerk in some counties)

Required Documents: **Real Estate Transfer Statement**

http://pat.ne.gov/general/forms/pdf/521_real_estate_transfer_statement.pdf

Tax Exemption Forms and Guidelines

<http://pat.ne.gov/exemptions/>

Formatting of Documents:

Format specified by statute, penalty fee for non-compliance

1/2" vertical margins

Some counties will reject if not in black ink

First page: 2 1/2" x 6 1/2" blank top margin for recording information

Preparer's name, address, and phone number must be included immediately under top margin

Return-to name, address, and phone number immediately under preparer's information

Legal Description:

Full legal description required for all documents

Must include lot, block, section, township, range, etc.

Book & page number are insufficient

Other Requirements:

All signatures must include printed, typed or stamped name under original signature

Notary certification must include expiration date, seal, and city of residence.

Some counties require self-addressed stamped envelope

Re-records require all new deed forms to be submitted

Assignments / Subordinations cannot be recorded concurrently

Subordinations require corporate acknowledgement

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: Same day - 2 months



Administrative Recording Requirements

State of Nevada

Marital State: Community Property State

Trust State: Yes

Mortgage State: No

Recording Structure: 16 counties / Recorder
Carson City is an independent City

Required Documents: Declaration of Value

http://www.hcnv.us/recorder/docs/dov_form.pdf

Required Statement: Affirmation Statement as follows: The undersigned hereby affirms that this document submitted for recording does not contain a social security number". Signed: _____"

This statement must be listed on the top left hand side of the first page, or coversheet

"Mail Tax Statement to" name and address must be listed on top of all Deeds

Formatting of Documents:

Format specified by statute / non-standard fees apply

20 lb white paper

8 1/2 x 11

First page: 3" top margin / right hand 3" blank / 1" all other margins

Other pages: 1" margins all sides

Return to name and address in left hand top 3"

Adequate space must be left for recording information or a coversheet must be included

1" other margins

Do not attach documents with staples or clips

Do not highlight or use tape or place tabs on documents

Do not overlap stamps or seals on text or signatures

10 point Times New Roman minimum point font size

Black ink, signatures may be in other dark color

Typed or computer generated

One-side paper only

No continuous form paper

Legible for photo duplication

Clarity Pages are allowed for an additional fee

Legal Description: Required with parcel number listed at the top of first page of all conveyances, mortgages, and deeds of trust
Derivation Clause must be included

Other Requirements: Tax Parcel Number must be included in the top left hand corner of first page
All signatures require a stamped, printed or typed name underneath
Corporate titles must be printed when application
Grantee mailing address required on all deeds of trust, mortgages, and conveyances
Name and Address for tax statement must be included
Notary certification requires date, expiration date, stamp or seal.
Nevada notaries need to include certificate of appointment number
Return-to name and address must be on the face of all documents
Do not include social security number.* Some counties require an affirmation of this to be included
Copy of divorce decree required when transferring property due to a divorce
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 6 weeks

Nevada County Specifics

Churchill County Agents cannot sign Declaration of Value

Clark County Requires coversheet for all Re-Records stating reason (reason must also be stated within document)

Lyons County Clarity Pages must state "For Clarity Purposes only" and document must state "See attached exhibit for clarity purposes"
Non-standard penalty fee for using tape within documents

Coversheet required

<http://www.lyon-county.org/index.aspx?NID=594>

Mineral County **Coversheet required**

Washoe County **Legibility Form** must be used if document is illegible

<http://www.washoecounty.us/repository/files/25/LegibilityNotice.pdf>

Coversheet required

<http://www.washoecounty.us/repository/files/25/Cover%20Page%20with%20Affirmation%20Statement%20062107.pdf>

Generic Coversheet http://www.churchillcounty.org/recorder/pdf/coversheet_0607.pdf



Administrative Recording Requirements

State of New Hampshire

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 10 counties / Register of Deeds

Required Documents: **Declaration of Consideration (CD 57)**
http://www.revenue.nh.gov/forms/By_Number/documents/cd_57.pdf
Buyer's Questionnaire (PA 34)
An original PA 34 must be submitted and can be order by calling: 603-271-2687
Information on this form can be found on the following website.
<http://www.nh.gov/revenue/forms/rettfoms.htm>

Formatting of Documents:

Format specified by statute
20 lb white paper with no watermarks
8 1/2 x 11 or 8 1/2 x 14 only
First page: 3" top margin / 1 " other margins / Right hand side must be blank
Return to name and address must be listed in left hand top margin
Other pages: 1" margins on all sides
10 point font or larger
Dark blue or black ink
All pages must be legible for photo duplication
One sided paper only and no continuous form paper
Do not attach pages with staples or clips
Coversheets are not accepted

Legal Description: City or town must be included in the first sentence of the legal description
Must be included in or attached to all deeds and mortgages
Must include the names of all municipalities that the property is located in.

Other Requirements: All signatures must include a typed name underneath
All corporate signatures require a typed name and title underneath
Grantee name and mailing address is required for all documents (assignee for assignments)
Notary certifications require date, expiration date and seal
All counties require self addressed stamped envelope or postage fees will be charged
AKAs, etc must be typed into document. Handwritten is not accepted
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 3 weeks

New Hampshire County Specifics

Rockingham County Minimum \$ 40 payment required to the Rockingham Register of Deeds for moving property in and/or out of trust.
No fax copies are accepted



Administrative Recording Requirements

State of New Jersey

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 21 counties / Register of Deeds & Mortgages

Required Documents: **Affidavit of Consideration or Exemption or Partial Exemption**
http://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtfexempt.pdf
Affidavit of Consideration for Use by Buyers
http://www.state.nj.us/treasury/taxation/pdf/other_forms/lpt/rtflee.pdf
Seller's Residency Certification/Exemption
http://www.state.nj.us/treasury/taxation/pdf/other_forms/tgi-ee/gitrep3.pdf
New Jersey Forms can be downloaded from the following website:
<http://njrecording.com/>

Required Statement: "Prepared by" name, address, and phone number. Must also include signature on first page

Formatting of Documents:

No format specified by statute
Most counties prefer 8 1/2 x 14
Some counties will reject documents that are not legible for duplication
Do not include driver's license and social security numbers in documents

Legal Description: Required for all documents and must include block & lot numbers. Parcel numbers are not acceptable

The first sentence of the property description needs to include the names of all municipalities that the property is located in.
Include tax map reference on all deeds

Other Requirements: All signatures must include the name typed, printed or stamped underneath.
All corporate officer titles must also be typed underneath signatures
Grantee or mortgagee mailing address is required on first page

Notary certificate must include date, state, county, expiration date, and sell. NJ attorney's must notate NJ Attorney at Law.
All deeds must include the amount of consideration and the assumed mortgage balance.
Properties over \$ 1 million must include a property class.
All names and signatures must match and be consistent throughout all documents.
Some counties require a self-addressed stamped envelope
Re-records require reason listed at top of document
Transfer Tax is payable via Certified check (unless noted below)

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 week - 2 months

New Jersey County Specifics

Camden County For AKAs, person must sign under both names

Essex County Will not record death certificates

Release of Construction liens are mailed County Clerk Office, PO Box 690, Newark, NJ 07101-0690 with check payable to Essex County Clerk

Hudson County Charges additional fee for re-records

Properties in East Windsor Township require a copy of the recorded deed, along with \$ 25 payable to East Windsor Township sent to: East Windsor Township Tax Clerk, 16 Lanning Blvd, East Windsor, NJ 08520-1999

Mercer County Discharge of Mortgages require reference to original mortgage or certified copy attached

Monmouth County Cover Letter required

Ocean County Cover Letter required

Sussex County Transfer Tax payable by Cashier's Check



Administrative Recording Requirements

State of New Mexico

Marital State: Community Property
Trust State: No
Mortgage State: No

Recording Structure: 33 counties / Clerk

Formatting of Documents:

Format not specified by statute
Documents will be returned if not enough space is left for the recording information
3" top margin with 5" right hand blank will provide space needed

Legal Description: All instruments require a full legal description

Other Requirements: Grantee mailing address is required
Some counties require self-addressed stamped envelope
Re-records have varying requirements by county. Call county for specifics

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 1 month



Administrative Recording Requirements

State of New York

Marital State: No
Trust State: No
Mortgage State: Yes

Recording Structure: 62 counties / Clerk (Register in some counties)

Required Documents: **Equalization & Assessment Report (EA-5217 or RP-5217)**
Transfer Tax Affidavit (TP-584 or TP-584.1)

Non-residents: **Certificate for Recording of Deed & Non-Resident Income Tax Payment Voucher (IT-2663)**
Property Transfer Tax Return (NYC-RPT) required for 4 Burroughs of NYC (Bronx, Kings, NY and Queens)
Mortgage Tax Affidavit of Exemption
Automated coversheet must be used for NYC register

www.nyc.gov/acris

New York City Website: <http://www.nyc.gov/html/dof/html/property/property.shtml>

Formatting of Documents:

8 1/2 x 14 maximum size
3" top margin / right hand blank/ 1" other margins
"Prepared by" name and address must be located in the top 3 1/2" left hand side on first page
Return-to name and address must be located in the top 3 1/2" left hand side on first page, under prepared by
All pre-printed text must be 9 point font or larger
All pages must be legible for photo duplication
Black ink only
Documents must be clear and cannot contain lines of any kind
Documents must not include driver's license, social security, or bank card numbers
Cover Sheet required for most counties* see listing on next page

Legal Description: Required for all documents except satisfactions and assignments
Section, block, lot, and parcel number are required on the first page of all documents.
Full legal descriptions must include city/town, county, and state of property

Other Requirements: All signatures require a printed name underneath
All corporate signatures require a typed name and title underneath and a corporate seal is required
Full names and addresses for all involved parties are required on first page of all documents (PO Box not accepted)
Notary certification requires date, expiration date, printed name in black ink, and county
Some counties require self addressed stamped envelope
Re-records require reason stated at top of document and must include NY 255 Affidavit
All parties on mortgages must sign all attached riders
All mortgages must include "Improved by a one or two family dwelling" clause
Reverse Mortgages require NY 255 Affidavit signed by the lender
Cema Loans require Née 255 Affidavit signed by the lender
Credit Union Mortgages require NY 253 Affidavit (partial tax exemption applies and varies by county)
MERS Mortgages must include lender and MERS as mortgagee on the cover sheet
Death certificates are not recordable as individual documents or as attachments

Assignments recorded concurrently with Assumptions must include: the following verbiage: "This Assignment is not subject to the requirements of Section 275 of the Real Property Law because it is an assignment within the secondary mortgage market."

Blanket Assignments: Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 - 8 weeks

New York County Specifics

Miscellaneous Forms for Reference

Preliminary Residential Property Transfer Form NYC OHP-515
http://www.nystax.gov/forms/real_prop_tran_cur_forms.htm
Affidavit in Lieu of Registration Statement NYC OHP-AFI
<http://www.nyc.gov/html/hpd/downloads/pdf/dismissal.pdf>

Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certification, and Certification of Exemption TP-584
http://www.nystax.gov/forms/real_prop_tran_cur_forms.htm
Nonresident Real Property Estimated Income Tax Payment Form IT-2663
http://www.tax.state.ny.us/pdf/2006/killin/inc/it2663_2006_fill_in.pdf
Real Property Transfer Report RP-5217
<http://www.orps.state.ny.us/sales/rp5217nycinfo.htm>
Real Property Transfer Report RP-5217NYC
http://www.nyc.gov/html/dof/html/business/business_rec_rptt.shtml
Mortgage Recording Tax Return MT-15 and MT 15.1
http://www.tax.state.ny.us/pdf/2009/mortgage/mt15_1209.pdf

County/City Required Forms

Albany County Cover sheet required

Allegany County Allegany County Cover Sheet

Bronx* Online cover sheet required using ACRIS

www.nyc.gov/acris

ACRIS Online Cover Sheet FAQs

<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>

Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
Payment in cashier's check required

Broome County Cover sheet required

TP-584 must be submitted with original plus a copy

Re-Records must be re-acknowledged / must be titled as "Correction Mortgage"

Cattaraugus County Cover sheet required

Cayuga County Cayuga County Cover Sheet / 14" paper required

Clarity pages must be included for all pages not in 9 point font size

Chautauqua County Cover sheet required

Chemung County Cover sheet required

Chenango County Cover sheet required

Clinton County Clinton County Cover Sheet

Columbia County Supplemental Real Estate Transfer Tax Return

http://www.columbiacountyny.com/depts/ctyclerk/documents/transfer_tax.pdf

Cortland County Cover sheet required

Delaware County Cover sheet required

Dutchess County

Town of Red Hook Transfer Tax Return

<http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/Forms/CCRedHookTransferTax.pdf>

Instructions for Red Hook Transfer Tax Return

<http://www.co.dutchess.ny.us/CountyGov/Departments/CountyClerk/CCforms.htm#12792>

Erie County Cover sheet required

TP-584 must be submitted as original plus a copy

Essex County Cover sheet required

Franklin County Franklin County Cover Sheet

Affidavit of Exemption from the Additional Special mortgage Tax under Regulation 642.2 , Section 253 Sub 2

Fulton County Fulton County Cover Sheet

Genesee County Cover sheet required

Greene County Cover sheet required

Hamilton County Hamilton County Cover Sheet

Herkimer County Cover sheet required

Jefferson County Cover sheet required

Kings* Online cover sheet required using ACRIS

www.nyc.gov/acris

ACRIS Online Cover Sheet FAQs

<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>

Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
Payment in cashier's check required

Lewis County

Cover sheet required

Livingston County

Cover sheet required

Madison County

Cover sheet required

Montgomery County

Montgomery County Cover Sheet

Nassau County

Cover sheet required

Payment in cashier's check required

New York*

Online cover sheet required using ACRIS

www.nyc.gov/acris

ACRIS Online Cover Sheet FAQs

<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>

New York City Register Guide / online filing required

http://www.nyc.gov/html/dof/html/pdf/brochures/document_recording.pdf

New York City Real Property Transfer Tax Form Booklet / online filing required

http://www.nyc.gov/html/dof/html/pub/pub_property_rptt.shtml

New York City Checklist of Document Examination Criteria

http://www.nyc.gov/html/dof/html/pdf/02pdf/doc_exam_chklist.pdf

New York City Mortgage Satisfaction Kit

http://www.ci.nyc.ny.us/html/dof/html/property/property_rec_deed.shtml

Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
Payment in cashier's check required

Niagara County

Niagara County Cover Sheet

Cema Loans require original plus copy of 255 Affidavit , additional page fee applies and must be paid separately

Oneida County

Cover sheet required

Requires Assessor's stamp. They will forward to be recorded if addressed envelope enclosed. Send with \$ 30 fee to: City of Rome

City of Rome Office of Assessor, 198 N Washington Street, Rome, NY 13440 (315) 339-7614

City of Utica Requires Assessor's stamp. Send documents with \$ 30 fee to: Assessor's Office City Hall, 1 Kennedy Plaza, Utica, NY 13502

Onondaga County

Cover sheet required

Ontario County

Cover sheet required

Orange County

Orange County Cover Sheet / 14 " paper required

Town of Warwick

Conveyance Tax Form

http://www.townofwarwick.org/Residents/Town_Hall/PPP_Tax_Form_Rev3.pdf

Orleans County

Orleans County Cover Sheet

Oswego county

Oswego County Cover Sheet

Otsego County

Otsego County Cover Sheet

Putnam County

Putnam County Cover Sheet

Payment in cashier's check required

Queens*

Online cover sheet required using ACRIS

www.nyc.gov/acris

ACRIS Online Cover Sheet FAQs

<http://www.nyc.gov/html/dof/html/jump/acris.shtml#additional>

Requires Affidavit in Lieu of Registration

Satisfactions require mortgage date, lender, borrower, amount, received date, and CRFN number typed on the satisfaction
Payment in cashier's check required

Rensselaer County

Satisfactions do not require a cover sheet

Richmond County

Richmond County online filing required

<http://www.richmondcountyclerk.com/coverpage.htm>

Also requires Smoke Detector Affidavit, RPT Form PGS1-5, RPT Form PGS6-20, and Affidavit in Lieu of Registration
All pages must be numbered sequentially
RP-5217NYC required

Rockland County <http://www.rocklandcountyclerk.com/clerkforms/aff255taxlaw.html>

Saratoga County Cover sheet required
Documents must be attached with a binder clip, no stapling accepted

Schenectady County Schenectady County Cover Sheet

Schoharie County Cover sheet required

Schuyler County Affidavit of Exemption from the Additional Special mortgage Tax under Regulation 642.2 , Section 253 Sub 2

Seneca County Seneca County Cover Sheet

St. Larence County Cover sheet required

Steuben County Cover sheet required

Suffolk County Suffolk County Cover Sheet / 14" paper required

Peconic Bay Region Preservation Fund Filing Form

Re-Records must be re-acknowledged

Payment in cashier's check required

Legal descriptions must include file map number

Sullivan County Cover sheet required

Tioga County Tioga County Cover Sheet

Tompkins County Cover sheet required

Ulster County Cover sheet required

Warren County Warren County Cover Sheet

Washington County Cover sheet required

Wayne County Cover sheet required

Westchester County Westchester County Cover Sheet

City of Mt. Vernon City of Mt Vernon Real Property Transfer Tax

City of Yonkers City of Yonkers Real Property Transfer Tax

Payment in cashier's check required

Wyoming County Cover sheet required

Yates County Cover sheet required



Administrative Recording Requirements

State of North Carolina

Marital State: Yes

Trust State: Yes

Mortgage State: No

Recording Structure: 100 counties / Register of Deeds

Required Documents: **Real Estate Conveyance Form**

Manufacturer Homes: **Affixation Affidavit and Power of Attorney** - each must be recorded as separate documents

Required Statement: "Prepared by" name and address must be on first page
Return-to name and address must be on first page
"Tax Stamps_____" required for all deeds and must be listed outside the body of the documents

Formatting of Documents:

Format specified by statute / penalty for noncompliance

White paper

8 1/2 x 11 or 8 1/2 x 14

First page: 3" blank top margin/ 1/2" side margins

Other pages: 1/2" all margins

Typed or computer generated

Forms may be filled in with printed ink

One sided only (two-sided pages require penalty)

10 point font

Black ink

Title with nature of document under top margin

No writing in the margins is accepted

Legal Description: Legal description and/or parcel number required for deeds, deeds of trust and mortgages

Other Requirements: If mortgage broker is utilized, that must be stated on page one of deed of trust

All signatures must include a printed name underneath

Corporate acknowledgement required for all affidavits, assignments, and subordinations

Corporate signatures must include printed title

Grantee mailing address is required

Grantor name, address and marital status must be included on first page

Notary certification required signature, typed name, date, county, expiration date, and seal or stamp

Some counties require deeds to be stamped by the tax office as verification that taxes are paid and current, prior to recording

Conveyance Tax is required in some counties

Power of Attorneys require acknowledgement

Some counties require self addressed stamped envelope

Subordinations may be recorded concurrently and must include "record concurrently herewith"

Blanket Assignments: Generally accepted at no additional fee

Blanket Releases: Generally accepted at no additional fee

Completion Time: 1 day - 2 months

North Carolina County Specifics

Anson County **Real Estate Forms**

<http://www.co.anson.nc.us/content/index.php?id=30,0,0,1,0,0>

Cumberland County Affidavits require sworn statement as follows: "Sworn and subscribed before me". Acknowledgements may be crossed out and does not need to be re-notarized

Currituck County **Currituck County Affidavit of Consideration or Value Form**

<http://co.currituck.nc.us/pdf/form-tax/affidavit-of-consideration-or-value.pdf>

Dare County **Dare County Affidavit of Consideration or Value Form**

<http://www.co.dare.nc.us/Forms/LTAffiConVal.pdf>

Edgecombe County

Non-exempt deeds must be submitted to Assessor's Office : Edgecombe NC Tax Assessor, 201 St. Andrews Street, Tarboro, NC (252) 641-7810. Assessor will route to recorder at no additional fee

Harnett County Deeds and Affidavit must be submitted to Tax Assessor's Office first for verification that taxes are paid and current

Pasquotank County Pasquotank County Tax Affidavit required for all deeds

Call county directly for form at (252) 335-4367

Perquimans County **County Affidavit Regarding Conveyance**

<http://www.perquimanscountync.gov/forms/tax/TransferAffidavit.pdf>

Stanly County Tax Certification required and may be signed by an agent

Surry County Tax Certification required and may be signed by an agent

Forms must be sent to the tax department first: Tax Department, 201 East Kapp Street, Dobson, NC 27017 (336) 401-8100. Tax department will forward to recorder

Vance County

Forms must be sent to the tax office first , must include instructions to forward to recorder's office: Vance County Tax Office, 122 Young Street, Suite E, Henderson, NC 27536 (252) 738-2040.

Wilson County Deed forms must be sent to the Tax Assessor's Office, they will forward to recorder: Wilson County Tax Office, 113 Nash Street East, Wilson, NC 27893 (252) 399-2902



Administrative Recording Requirements

State of North Dakota

Marital State: Yes - Homestead Property Only

Trust State: No

Mortgage State:

Recording Structure: 53 counties / Register of Deeds

Required Documents: **Statement of Real Estate Full Consideration** for all deeds
<http://www.nd.gov/tax/property/forms/re-full-consideration.pdf>

Formatting of Documents:

Format specified by statute / penalty for noncompliance
8 1/2 x 14 maximum size
First page: 4" x 4" margin required on first or last page of all documents for recording information
1" other margins
Counties may reject if documents aren't legible for photo duplication

Legal Description: Required on all documents, and must be "considered adequate by the register"

Other Requirements: Original signatures of signers and notaries are required
All signatures and titles require printed, stamped or typed name underneath.
Post office address and street address for grantees are required.
Address for assignee/mortgagee required for assignments/mortgages
Corporate seal or stamp is required
Notary certification requires signature, date, expiration date and seal or stamp.
Mortgages require amount of indebtedness and interest terms
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: Same day - 2 weeks

North Dakota County Recorder Listing

<http://www.ndrin.org/recorders/>

Administrative Recording Requirements
State of Ohio



Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 88 counties / Recorder

Required Documents: **Real Estate Property Conveyance Fee Statement of Value & Receipt DTE Form 100**
or **Exemption DTE Form 100EX**
Most counties require county version of these forms
Affidavit of Facts required with all Exemptions

Required Statement: "This instrument prepared by" name, title, and address on 1st page of document

Formatting of Documents:

Format specified by statute
8 1/2 x 11 or 8 1/2 x 14 only
First page 3" blank top margin / 4" right hand side blank / 1" other margins
Other pages: 1 1/2" top / 1" side and bottom margins
10 point font
Blue or black ink
No highlighting on any pages
Quality of paper and contents must be legible for photo duplication

Legal Description: Required on all documents including township and parcel number
Property address must be included

Other Requirements: Black ink preferred for all signatures
All signatures require printed name underneath
Corporate signautes require title and name printed underneath
Post office and street addresses for all involved parties is required
Two witnesses required if prepared in Ohio
Many counties require self addressed stamped envelope
Re-records require reason listed at top of document
Spcoa; security numbers should not be included unless borrower submits a signed and notarized affidavit expressly asking that the social security numbers be included on the documents
"Master Mortgage Clause" involve an additional fee

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 2 weeks

Ohio County Specifics:

Contact Information for all Ohio Recorder Offices can be found at the following website

<http://www.ohiorecorders.com/rec.html>

Ashtabula County	Abstractor services required Copy of Vesting Deed required
Butler County	Affidavit of Lost Certificate required if Certificate of Title is lost
Clark County	Deeds must go to Auditor first, they will forward to recorder: Clark County Auditor, 31 N Limrstone Street, Springfield, OH 45501
Clermont County	Typed Deed forms required
Cuyahoga County	Deeds must go to Auditor first, they will forward to recorder: Cuyahoga County Auditor's Office, 1219 Ontario Street, Cleveland, OH 44113 (216) 443-7010
Franklin County	Re-Records require additional fee Deeds must be sent to Auditor first, then will route to recorder. Franklin County Auditor, 373 South High Street, 21st Floor, Columbus, OH 43215-6310 (614) 462-4663 FAX: (614) 462-5083
Fulton County	Deeds must be faxed to Engineer's Office for approval at 419-335-3816, they will forward to auditor, then to recorder
Hamilton County	Registered Land requires duplicate Certificate of Title or an Affidavit of Lost Certificate can be filed http://recordersoffice.hamilton-co.org/registered_land/blank_forms.html
Hancock County	Copy of previously recorded deeds must be submitted with new deed
Geauga County	Documents cannot be recorded concurrently
Greene County	Deed must include volume and deed from previously recorded deeds
Lake County	Deeds must be hand-delivered to auditor before recording. Abstractor services required
Lorain County	Typed Deed forms required Re-Records require additional fee
Lucas County	Documents cannot be recorded concurrently Trust Affidavits require deed forms to be attached
Medina County	Abstractor services required, no transfers can be mailed
Mercer County	Re-Records require additional fee Abstractor services required, no transfers can be mailed
Miami County	Re-Records require additional fee Documents cannot be recorded concurrently
Montgomery County	Requires County Deed Form
Perry County	Re-Records require additional fee
Vinton County	Re-Records require additional fee
Richland County	Deeds must be hand-delivered to auditor before recording. Abstractor services required
Richmond County	Typed Deed forms required
Ross County	Reference prior deed required
Summit County	Require County Conveyance Form Deed required routing number and parcel number Death Certificates require Affidavit of Surviving Spouse and Conveyance Form http://www.co.summit.oh.us/fiscaloffice/
Union County	Deeds must be sent to Auditor first, they will route to recorder. Union County Auditor, 233 W 6th Street, Marysville, Ohio 43040
Warren County	Legal description must include section, township and range
Wayne County	Deeds must be hand-delivered to auditor before recording. Abstractor services required



Administrative Recording Requirements

State of Oklahoma

Marital State: Yes
Trust State: No
Mortgage State: Yes

Recording Structure: 77 counties / County Clerk

Required Document: Proof of Purchase Affidavit - include purchase price or Doc Stamp Exemption
Mortgage Registration Form
http://www.sai.ok.gov/Search%20FormsPubs/database/_0443_.pdf

Formatting of Documents:

Recording Requirements memo

Format specified by statute

Must be legible for photo duplication

8 1/2 x 14 maximum size

Minimum 1" top margin and 1/2" other margins

Must have adequate space for recording information or a penalty will be charged

3" top margin will allow necessary space for recorder

All exhibits must be clearly labeled and cross referenced

Must be typed, computer generated, or handwriting must be legibly printed

Dark ink

No smaller than 9 point font

Legal Description: Required for all instruments

Other Requirements: All signatures require printed, typed or stamped name underneath
Notary certification needs to include date, signature, expiration date, and stamp or seal
Mailing addresses must be included for all parties involved (buyer, mortgagee, assignee, grantee, grantor)
Return-to name and address is required
Some counties require self addressed stamped envelope
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for no additional fee

Blanket Releases: Generally accepted for no additional fee

Completion Time: 1 day - 2 weeks



Administrative Recording Requirements
State of Oregon

Marital State: No - unless a divorce is pending
Trust State: Yes
Mortgage State: No

Recording Structure: 36 counties / County Clerk

Formatting of Documents:

Format specified by statute
"20 lb. opaque bond paper"
8 1/2 x 11 or 8 1/2 x 14
First page: 5" x 4" top margin / 1" other margins
Other pages: 1" all margins
8 point font size or larger
Title that lists nature of document
Cover sheet may be used. See sample below
No highlighting through document
Clarity pages are allowed, must be labeled as "For Clarity Purpose Only"
First page must list the following information:
1) "After Recording Return to" name and address
2) Parcel #
3) Consideration/Loan Amount
4) Borrower
5) Lender
6) Trustee

Legal Description: Required for deeds, mortgages and deeds of trust
Must include section, township, and range

Other Requirements: All signatures require printed name and title underneath
Mailing addresses for all involved parties is required (buyer/grantor/grantee, etc) on the first page
Notary certification requires date, expiration date and seal
Return-to name and address must be listed on the first sheet
Some counties require self addressed stamped envelope
Deeds must state consideration in a dollar amount or state a reason ("other" is not an acceptable reason)

Subordinations, satisfactions, assignments and modifications require a title at the top stating purpose of document.
Re-Records require a cover page or label stating "Recorded at the request of _____, to correct (insert reason), previously recorded in book _____ and page _____ and/or fee number _____.

If M.E.R.S is the beneficiary for Deed of Trust, that must be stated on the first page. There is a penalty fee for non-compliance

Blanket Assignments: Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 2 weeks

Sample cover sheet: <http://www.deschutes.org/download.cfm?DownloadFile=AB4D6131-BDBD-57C1-9A3E1695E381D85B>

Manufactured Home Requirements:

Affixation Affidavit of Manufacturer Home

<http://www.montgomerycountyttn.org/County/assessor/forms/AffidavitAffixation.pdf>

Oregon County Specifics:

Baker County	Requires a 3" blank margin at the bottom of the last page. If this is missing, additional fee is added
Lane County	If applicable, "M.E.R.S. is the Beneficiary under the Security Instrument" (MERS is not acceptable)
Lincoln County	Requires mortgage amount to be listed on the first page
Marion County	Requires Manufactured Home Power of Attorney is be recorded as a separate document
Umatilla County	Records documents concurrently
Washington County	Exempt deeds require Transfer Tax Form, except for deeds removing a spouse due to a divorce) http://www.co.washington.or.us/AssessmentTaxation/Recording/TransferTaxExemption/application-forms.cfm

Administrative Recording Requirements

State of Pennsylvania



Marital State: No - unless a divorce is pending
Trust State: No
Mortgage State: No

Recording Structure: 67 counties / Recorder of Deeds

Required Documents: **Realty Transfer Tax Statement of Value (REV-183)**
<http://www.phila.gov/records/docRecRegs072204.pdf>

NOTE: property location on this form must match the legal description (township, borough, etc)

Philadelphia also requires:

Philadelphia Real Estate Transfer Tax Certificate Form 82-127

<http://www.phila.gov/records/GeneralInformation/DepartmentForms.html>

Inquiries: (215) 686-2261 or FAX (215) 686-2273

Required Statement: **Certificate of Residence** as follows:

"I do certify that the precise address of the within named (grantee/assignee/mortgagee/etc) is _____.

Signed: _____"

Formatting of Documents:

Format specified / penalty fee applies in some counties for non-compliance

Philadelphia has special formatting requirements >PULL>

20 lb opaque white paper

one-sided only

8 1/2 x 11 only

Prepared by name and address must in left hand top margin

Return to name and address must be in left hand top margin

1 1/2" top and bottom margins

10 point font size

Black ink

No handwritten forms

UPI or CPN number required in some counties

All pages must be sequentially numbered

Some counties require a cover sheet at the end of the document

Must be legible for photo duplication

Legal Description: Must include borough/township , map and parcel numbers for all documents

Other Requirements: All signatures must include printed name underneath and both must match exactly
Corporate signatures must include company name and title underneath. Name and signature must match exactly
Mailing address for all involved parties must be included and must include 9 digit zip code
Notary certification must include date, expiration date, printed name, stamp or seal. Stamp/seal cannot overlap any other text
Many counties require self addressed stamped envelope
Re-Records require new deed form and a copy of prior deed; some counties also require an affidavit stating the reason for the correction
Transfer Tax includes state tax plus township tax. Verify township tax amount with municipality
Satisfactions must include previously recorded date, book & page
Subordinations cannot include "not to exceed" in verbiage
UCC Filings must be sent as follows: Pennsylvania Dept of State, Corporation Bureau, Room 206, North Office Bldg, Harrisburg, PA 17105 (717) 787-6802

Check Information: Many counties require three separate checks: (1) Recording fees, (2) State tax, and (3) County tax

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 11 months (in Philadelphia)

Pennsylvania County Specifics

Allegheny County	Required back cover sheet
Beaver County	Borough of Osborne is now the Borough of Glen Osborne (if incorrect name is used, documents will be rejected) Will not record documents concurrently
Berks County	Corrective liquid and/or tape is not accepted. Must cross out and write correction underneath
Bucks County	Clarity copies are not accepted Deeds in the following must be registered with municipality prior to being recorded: Sellersville, Perkasie, Quakertown, New Britain, Newtown, Doylestown Borough, Morrisville Borough, Buckingham, Lower Southampton, West Rockhill, and Wrightstown Wrightstown Send forms with \$ 25 and self addressed stamped envelope to: Clerk of Wrightstown Township, 2203 2nd St Pike, Wrightstown, PA 18940
Centre County	Deeds must be have tax stamp prior to recording. Send to tax office with instructions to forward to recorder. Include \$ 10 per parcel number: Centre Tax Assessments Office, 420 Home Street, Bellefonte, PA 16823
Chester County	Tax ID number (different from parcel number) must be formatted correctly and must be typed on the first page
Cumberland County	Tax Parcel number must be listed on the first page and must be certified by the tax assessment office when recording. Fee is \$ 10 payable to Recorder of Deeds
Delaware County	Required back cover sheet Satisfactions require loan amount Deeds must include duplicate copy City of Chester City of Chester Property Registration Form http://www.chestercity.com/Property%20Registration.pdf
Fulton County	Satisfactions must include original paid mortgage, clear copy of first page, or certified copy from the county
Lackawanna County	Statement of Value is not required when transferring between spouses
Lancaster County	Statement of Value must include duplicate copy
Lehigh County	Death certificates not recorded Penalty fee per document for non-compliance to formatting standards
Luzerne County	Certified PIN obtained via Tax Assessor: 200 N. River Street, Wilkes-Barre, PA 18711 \$ 10 payable to Luzerne County Treasurer (include self addressed stamped envelope)
Monroe County	Exemption reason must be typed on first page of documents
Montgomery County	Notary stamps must have straight line border Several townships require deeds to pre-registered prior to recording, including: Abington, Cheltenham, Conshohocken, East Norriton, Lower Merion, Plymouth, Springfield, Upper Merion, West Conshohocken Lower Merion Requires pre-registration, include Real Estate Form, Property Resale Certification, and \$ 100 fee North Wales Send original and copy of deed with check for \$ 10 to borough with a self addressed stamped envelope for return.
Northampton County	Prior documents must be referenced by state volume and page, not instrument number
Philadelphia (City of)	Philadelphia Transfer Tax Form required in addition to state transfer form Philadelphia Real Estate Transfer Tax Certificate Form 82-127 http://www.phila.gov/records/GeneralInformation/DepartmentForms.html (215) 686-2261 or FAX (215) 686-2273 Abstractor services recommended
Schuylkill County	Certified PIN obtained via Tax Assessor: 401 N. Second Street, Pottsville, PA 17901 \$ 10 payable to Schuylkill County Treasurer (include self addressed stamped envelope)
Union County	Satisfactions must include original paid mortgage, clear copy of first page, or certified copy from the county



Administrative Recording Requirements

State of Rhode Island

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 39 cities & towns / Town Clerk

Formatting of Documents:

No format specified by statute; however, must be legible for duplication

Legal Description: Required for all deeds and mortgages

Mailing addresses required for all involved parties (preparer, grantor, grantee, mortgagee, etc)

All signatures require printed, stamped or typed name underneath

Notary certification needs to include date, expiration date. Notary seal required for out-of-state certifications

Some counties require self addressed stamped envelope

Verify proper filing location with jurisdiction

Witness required on all documents

Do not attach pages in any way (IE: staples, clips)

Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: Same day - 6 weeks

Rhode Island City/County Specifics

City of Warwick Will not record assignments concurrently

Will record subordinations concurrently

Newport County Do not include social security number or cause of death on death certificates

Providence County Does not record death certificates



Administrative Recording Requirements

State of South Carolina

Marital State: No

Trust State: No

Mortgage State:

Recording Structure: 46 counties / Register of Mesne Conveyances or Clerk of Court (title varies by tenure)

South Carolina County Listing for Register of Deeds

<http://www.sciway.net/gov/sc-county-register-deeds.html>

Required Document: Transfer Affidavit

<http://www.colletoncounty.org/fileUploads/Affidavit.pdf>

Affidavit for Exempt Transfers

<http://www.colletoncounty.org/fileUploads/AffidavitForExemptTransfers.pdf>

All South Carolina documents for use in any county can be found at the following website:

<http://www.colletoncounty.org/secondary.aspx?pageID=116>

Required Statement: "This document prepared by" name and address

Formatting of Documents:

Format not specified by statute, but must be legible for duplication

Legal Description: Required on all documents

Include tax district map and parcel number for all deeds

Other Requirements: Mailing addresses for all involved parties are necessary (grantee/grantor/mortgagee, etc)

Two witnesses are required for all documents

Return-to name and address

All signatures must include a typed or printed name underneath

Notary certification must include expiration date, seal is not required if notarized within the state.

All changes/strike outs, etc must be initialed

Do not include social security, driver's license or passport numbers unless expressly required by law

Re-records require reason listed at top of document

Derivation clause is required on all documents that must include grantor/grantee names and address with book and page

All concurrently recorded documents must include "Recorded simultaneously herewith"

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 2 - 6 weeks

South Carolina County Specifics

Beaufort County Manufactured Home Affidavit Affixation and Certificate of Compliance required when applicable

Charleston County Assignments require physical address of assignee.

Legal Descriptions must include book and page

Chester County Manufactured Home Power of Attorney and Affidavit Affixation must be filed as separate documents

Dorchester County Subordinations filed concurrently require "Record as of even date"

Georgetown County Grantor and Grantee signatures are required on the transfer form

Greenville County Green County Satisfaction Form required

http://www.greenvillecounty.org/rod/pdf/lost_mortgage_satisfaction_ff.pdf

Horry County Re-Record is required on documents that contain markouts that are not initialed

Sumter County Concurrently filed documents require "Recorded simultaneously herewith" and must contain book and page



Administrative Recording Requirements

State of South Dakota

Marital State: Yes - Homestead Property only
Trust State: No
Mortgage State: No

Recording Structure: 66 counties / Register of Deeds

Required Document: Certificate of Real Estate Value
<http://www.state.sd.us/drr2/forms/propertytaxforms.htm>

Formatting of Documents:

Format specified by statute. Penalty fee for non-compliance
20 lb white paper
8 1/2 x 11 or 8 1/2 x 14
First page 3" top margin with 5" blank on the right hand side for recording information / 1" other margins
"Prepared by" name, address, and phone number in left hand top 3 1/2"
Return-to name and address in left hand top 3 1/2"
Other pages: 1" all margins
Title with nature of document immediately under 3" top margin
Typed or computer generated
10 point font size minimum
Black ink, signatures may be black or dark blue
Legible for photo duplication
Fax copies only accepted if no fax number information is listed in the margins

Legal Description: Required on all documents

Other Requirements: All signatures require printed, typed or stamped name underneath
Corporate seal or "No seal" required
Notary certification must include county, date, expiration date, seal or stamp, signature and printed name

Mailing addresses for all involved parties (buyer/grantor/grantee, etc) required on all documents
Some counties require self addresses stamped envelope
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 2 weeks



Administrative Recording Requirements

State of Tennessee

Marital State: Yes
Trust State: Yes
Mortgage State: Yes

Recording Structure: 95 counties / Register of Deeds

Required Statement: "Prepared by" name and address must be on first page
"Name and address for person(s) responsible for taxes" name and address
"Name and address for Property Owner" name and address
Return-to "Mail" name and address
"Maximum principal indebtedness for Tennessee recording tax purposes is \$ _____" (Assignments require the amount to be "\$ 0")

Required Documents: Oath of Consideration as follows

State of _____
County of _____
I/we hereby swear or affirm that the actual consideration for this transfer or the value of the property transferred, whichever is greater, is \$ _____ which amount is equal to or greater than that which the property would command at a fair and voluntary sale.
Subscribed and sworn to before me
This _____ day of _____, 2010.

Affiant

Notary Public
My commission expires: _____

Formatting of Documents:

Format specified by statute
"Sufficient space" for recording information
Parcel number must be listed on first page

Legal Description: Map and parcel number required on all deeds, trust deeds and mortgages.

Derivation clause required including book and page (do not use instrument number)

Other Requirements: Scriveners Affidavit may be used for Re-records only (see sample below)

Quit Claim Deeds should read: "I hereby swear of affirm that the actual consideration is \$ 10.00" *Do NOT include "of true value of this transfer, whichever is greater"*.
Reverse Mortgage require "This is a Home Equity Conversion Mortgage Loan pursuant to Tennessee Code annotated, Title 47, Chapter 30." The unpaid balance for Reverse mortgages should be "0".
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee
Blanket Releases: Generally accepted for an additional fee
Completion Time: Generally less than 1 week

Sample Scriveners Affidavit:

Scriveners Affidavit – Document Type (ex: Scriveners Affidavit – Warranty Deed)

Must have prepared by, return to name & address
Must be acknowledged
Must have grantor/grantee names. If correcting grantor/grantee, it must show the way it was on the original document and the corrected way.
Must have book & page of document being corrected
Must have a legal description when correcting a document that requires a legal description
Document being corrected does not need to be attached as an exhibit
Type of = type of document being corrected

Tennessee County Specifics

Franklin County	Re-Records require borrowers to resign and must be re-acknowledged Documents mailed to office are not accepted, an abstractor must be used to record documents
Hamblen County	
Henry County	Re-Records require borrowers to resign and must be re-acknowledged
Knox County	Re-Records require borrowers to resign and must be re-acknowledged



Administrative Recording Requirements

State of Texas

Marital State: Community Property State

Trust State: Yes

Mortgage State: No

Recording Structure: 254 counties / Recorder

Required Documents: **Designation of Homestead** required for commercial mortgages
<https://www.bankcomplianceforms.com/catalog/images/items/pdf/3560.pdf>

Oath of Consideration

Refinanced Deeds of Extension and Renewal Rider required, and must include the following: 1) Vendor's Lien, 2) Deed of Trust, and 3) Assignment of Mortgage, if applicable

Home Equity Lines of

Credit: Home Equity Affidavit required

Required Statement: "Prepared by" name and address must be on first page
"Mail Tax Statements to:" name and address. This must include an oath of consideration.
"Name and address for Property Owner" name and address
"Return-to" name and address

Notice of Confidentiality Rights must be included in 12 point font and in all caps as follows:

"NOTICE OF CONFIDENTIALITY RIGHTS: IF YOU ARE A NATURAL PERSON, YOU MAY REMOVE OR STRIKE ANY OR ALL OF THE FOLLOWING INFORMATION FROM THIS INSTRUMENT BEFORE IT IS FILED FOR RECORD IN THE PUBLIC RECORDS: YOUR SOCIAL SECURITY NUMBER OR YOUR DRIVER'S LICENSE"

Formatting of Documents:

Format specified by statute
1 1/2" top margin of all pages
4" bottom margin on last page
Paper must be "sufficient weight"
8 1/2 x 11 or 8 1/2 x 14
8 point font or larger
"Clearly identifiable heading" with nature of document
Legible for duplication

Legal Description: Map and parcel number required for all deeds, trust deeds and mortgages

Other Requirements: All signatures require a printed name and title underneath, including notary and all witnesses
Mailing address for grantee is required for all deeds and trust deeds
Notary certification required date, expiration date with stamp or seal. A jurat is not sufficient.
Two witnesses are required
Some counties require self addressed stamped envelope

Re-records require reason listed at top of document and must be re-acknowledged
When adding a spouse to a title, a Warrant Deed is required
When recording certified copies, a cover sheet must be used
Homestead Affidavits must be recorded as separate documents
Assumptions of Mortgage must reference previously recorded mortgage by recorded date, book & page, or instrument number

Death certificates must include **Affidavit of Surviving Spouse** and be recorded as an exhibit, not as separate document, and must include the following verbiage: "Surviving Spouse of ____ deceased, acting here both individually and as surviving partner of the marital partnership, ____ deceased pursuant to Texas Probate Code Section 160". Must include two signatures, one as individual and one as surviving spouse.

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 2 weeks

Texas County Specifics

Bexar County 3 1/2" margin required at bottom of last page, penalty fee applies for non-compliance

Bowie County 4 " margin required at bottom of last page, penalty fee applies for non-compliance

Camden County Re-Records must be re-acknowledged

Collin County 3 - 4" margin required at bottom of last page, penalty fee applies for non-compliance
Death certificates must be included as an Exhibit

Galveston County 3 1/2" margin required at bottom of last page, penalty fee applies for non-compliance

Hunt County 4 " margin required at bottom of last page, penalty fee applies for non-compliance

Nueces County Clarity pages not accepted

6 " margin required at bottom of last page, penalty fee applies for non-compliance

Passaic County Corrective documents not accepted for re-records



Administrative Recording Requirements
State of Utah

Marital State: No
Trust State: Yes
Mortgage State: No

Recording Structure: 29 counties / Recorder

Formatting of Documents:

Format specified by statute, penalty fee for non-compliance (per page)
White, one-sided paper (no continuous form paper)
8 1/2 x 11
2 1/2" top margin; right hand 4 1/2" blank for recording information
"Prepared by" name and address in the left hand top 4 1/2" area
Return-to name and address in the left hand top 4 1/2" area
Other margins 1"
Typed or computer generated
Seven lines per vertical inch
Black ink
Clear title with nature of document under top margin
Legible for photo duplication
One sided pages only
Tax Serial Number must be included and formatted correctly (IE: hyphenated correctly)

Legal Description: Parcel number must be included on all instruments

Other Requirements: All signatures must have a typed, stamped, or printed name underneath
Mailing addresses for all involved parties is required for all deeds, deeds of trust and mortgages
Grantee and Grantor names and addresses must be listed on the first page
Notary certificate must include date, expiration date, county, printed name, and seal or stamp
Re-records require reason listed at top of document. Borrower's must resign. Signatures must be re-acknowledged.
Assignments and Subordinations can be concurrently recorded, must state "recorded concurrently herewith"

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 2 weeks



Administrative Recording Requirements
State of Vermont

Marital State: Yes
Trust State: No
Mortgage State: No

Recording Structure: 246 towns & cities / Town Clerk

Required Document: **Property Transfer Tax Return**
<http://www.state.vt.us/tax/pdf.word.excel/pvr/PT-172-fillin-rev12032008.pdf>
Disclosure Statement for all division of land transactions
<http://www.state.vt.us/tax/pdf.word.excel/forms/pvr/Act250-fillin-rev11-2008.12092008.pdf>

Required Statement: "This document prepared by" name and address

Formatting of Documents:
Format specified by statute
1/2" side margins
8 point font
Legible for photo duplication

Legal Description: Required for all deeds; include survey if referenced in documents
All signatures must be legible or must include a printed name underneath
Notary certification must include date, expiration date, printed name. Seal not required for Vermont notaries.
Some counties require self address stamped envelope
Re-records require reason listed at top of document

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 - 3 weeks

Administrative Recording Requirements
State of Virginia



Marital State: No
Trust State: Yes
Mortgage State: Yes

Recording Structure: 95 counties / Clerk of Circuit Court
41 independent cities

Required Statement: If prepared in Virginia: "This document drafted by" name and address
Return-to name and address is required on first page

Reverse Mortgages: "Deed of Trust is exempt from taxes imposed by Virginia Code Section 58.1-809"

Warranty Deeds & Purchases: Require one of the following statements: a) "The title insurance underwriter is ____." or b)

"The existence of title insurance is unknown to the preparer".

Cover Sheet Requirement:
Some counties require coversheets per list attached

Formatting of Documents:
Format specified by statute
White, opaque, smooth 20 lb paper
8 1/2 x 11 or 8 1/2 x 14
All pages: 1" top, left and bottom margins / 1/2" right margins
Some counties require additional space at the bottom of last page
Typed or computer generated, no carbon copies accepted
10 point font size, maximum 12 characters per inch
Black ink
Signatures must be in dark blue or black ink
Documents containing social security numbers will not be recorded
All pages must be sequentially numbered

Legal Description: Required for all deeds and deeds of trust
Parcel number and Tax Map number required on first page of all documents

Other Requirements: All surnames within documents must be underlined and in all caps
All signatures must be legible or must include printed name underneath
Notary certification must include: date, title signature, commission, county, state, expiration date, with clear and seal that can be photo duplicated.
Notary signature must be on the same page as principal signature per Virginia Law
All indexed names must be labeled and listed in the first clause. Names and business names must be in caps or underlined
Grantor/Grantee name and address are required on face of all deeds
Trustee name(s) and address(es) are required on first page
Re-records require reason and page of original recording listed at top of document
Many counties require self addressed stamped envelope
All tax exempt deeds must include exemption code on the first page
Deeds that are changing marital status require "Pursuant to Section 58.1-811"D" Code of Virginia 1950 as amended"

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 6 weeks

Cities/Counties Requiring Cover Sheets:

Can be generated at: www.landsystems.com

Albemarle County	Bar code also required
Bristol City	
Caroline County	
Carroll County	
Chesapeake City	Bar code also required
Chesterfield County	Bar code also required
City of Charlottesville	
Fairfax County	Bar code also required
Fredericksburg City	Bar code also required
Giles County	Bar code also required
Henrico County	Bar code also required
Montgomery County	Bar code also required
Newport News	
Norfolk City	Bar code also required
Portsmouth City	Bar code also required
Pulaski County	Requires county cover sheet http://www.pulaskicounty.org/courts.htm
Richmond County	Bar code also required
Russell County	Bar code also required
Spotsylvania County	Bar code also required
Suffolk County	
Wise County	Bar code also required

Virginia County Specifics:

Accomack County	Tax map number is 15 digits
Campbell County	Assistance finding tax map numbers is available by calling (434) 332-9568
Chesapeake	Legal descriptions should read Chesapeake City Re-Record changes must be initialed Checks should be payable to Chesapeake City
Chesterfield County	15 digit tax ID number is required immediately under top margin on upper left hand side of first page Re-Records must be resigned and re-acknowledged
City of Alexandria	Non-identity affidavits cannot be recorded
Fairfax County	Clarity copies are not accepted Trust affidavits need to be recorded as separate documents with a cover sheet For refinancing, must include copy of payoff and include exemption code on first page
Gloucester County	Tax Map Number required (not tax ID or parcel numbers) assistance is available by calling (804) 693-3451
Greene County	Re-Records must be resigned and re-acknowledged
Hampton County	All changes must be initialed
Henrico County	Re-Records must be resigned and re-acknowledged
Meckenberg County	Clarity copies are not accepted
Nelson County	Manufactured Home Affidavits and Power of Attorneys must be recorded as separate documents
Prince William County	Requires 12 point font size Does not record death certificates Clarity copies are not accepted
Richmond City	Tax Parcel number must be listed in the following format A000-1111-222
Richmond County	Non-identity affidavits cannot be recorded
Rockbridge County	Tax map number is 16 digits
Stafford County	First page must include consideration and abbreviated legal description
Scott County	Pin Number required. Must call Commissioner of Revenue to obtain (276) 386-7692
Suffolk County	City account number required on the first page
Virginia Beach	Virginia Beach GPIN number required call (757) 385-4181 9 point font size or 15 characters per inch
York County	York County GPIN number required call (757) 890-3720



Administrative Recording Requirements
State of Washington

Marital State: Community Property State
Trust State: Yes
Mortgage State: No

Recording Structure: 39 counties / Auditor

Required Documents: **Real Estate Excise Tax Affidavit (Form 84 001ae)**
<http://dor.wa.gov/docs/forms/realestexcstx/realestextxaffidtrn.pdf>

Mobile Home: **Mobile Home Real Estate Excise Affidavit**
http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxMbleHome_E.pdf

Formatting of Documents:

Cover sheet (see sample) or formatted first page required by statute
Penalty for non-compliance
8 1/2 x 11 or 8 1/2 x 14
First page: 3" top margin / 1" side & bottom margins
Prepared by name and address must be listed in left hand top margin
Return -to name and address must be listed in left hand top margin
Title with nature of document must be listed immediately under top margin
Cross reference and label all pages
Do not attach pages in any fashion
Margin exceptions allowed as follows "a minor portion of a notary seal, incidental writing, or minor portion of signatures" may extend into the margins
Bar codes and address labels are allowed as long as they are "firmly attached"
"All text, seal, drawings, signatures and other content within the document must be of sufficient color and clarity to ensure that when the text is imaged, all text is readable, regardless of what process is used for recording"
Minimum 9 point font size

Legal Description: Required for all deeds, deeds of trust, and mortgages
Must include auditor's file numbers, book & pages, and document dates
Assessor's parcel must be included and must be distinguishable from other information

An abbreviated legal description is required on the cover sheet/first page as follows: "Lot, block, plat or section, township, range, and quarter/quarter section"

Other Requirements: All signatures must include a printed name if illegible
Grantee name and address required on face of all deeds
Notary certification requires date, expiration date, printed name, and seal or stamp
Many counties require self addressed stamped envelope
Trustee(s) must be listed on first page
Re-records require a reason to be listed at the top of document and require new Excise Tax Affidavit
Real Estate Supplement Statement required when adding or removing someone from title

Blanket Assignments: Generally accepted for an additional fee

Blanket Releases: Generally accepted for an additional fee

Completion Time: 1 day - 3 weeks

Real Estate Tax Rates: <http://dor.wa.gov/Docs/forms/RealEstExcstx/RealEstExTxRates.pdf>

Washington County Specifics

Benton County Parcel number is 15 digits long
Clark County Forms must be original carbon copies
Pacific County Forms must be original carbon copies
Parcel number is 11 digits (search can be made using the following website)
<http://pacificwa.taxsifter.com/taxsifter/T-Parcelsearch.asp>

- Pierce County** Affixation Affidavit must be recorded as a separate document
- Skagit County** Forms must be original carbon copies
- Skamania County** Required two signatures on Excise Tax Affidavit, agents may be used
- Snohomish County** Affixation Affidavits must be labeled as "Exhibit"
- Thurston County** Return Address is only item that can be in the 3" margin, nothing else!!
- Whatcom County** Affixation Affidavits must be labeled as "Attachment"
- Forms must be original carbon copies

**State of Washington
Sample Recording Document Coversheet**

(3" top margin)

Return to:

Name
Address
City, State ZIP

Document Title

Reference numbers of related documents:

___ on page ___ of document

Grantor(s)

1. Last, First Middle Initial
 2. Last, First Middle Initial
 3. Last, First Middle Initial
- Additional Grantor names on page ___ of document

Grantee(s)

1. Last, First Middle Initial
 2. Last, First Middle Initial
 3. Last, First Middle Initial
- Additional Grantee names on page ___ of document

Trustee(s) (if applicable)

1. Last, First Middle Initial
2. Last, First Middle Initial

Legal Description:

1. Abbreviated Form (lot, block, plat name, section-township. - range)
2. Additional legal description is on page ___ of document

Assessor's Property Tax Parcel Account Number (s): _____

MERS (if applicable)

Lender Name
Lender Address

→
(1" side margin)

(1" bottom margin) ↓

←
(1" side margin)



Administrative Recording Requirements

State of West Virginia

Marital State: No

Trust State: Yes

Mortgage State: No

Recording Structure: 55 counties / Clerk

Required Documents: **Sales Listing Form**
<http://www.state.wv.us/taxrev/taxdoc/An9711.pdf>

Formatting of Documents:
Format specified by statute
8 1/2 x 14 maximum size

Legal Description: Include book & pages and document dates
Must include district name or number

Other Requirements: Preparer must print, type, stamp or sign legibly
Return to name and address must be included
Trustee must be resident of West Virginia
Deeds require a Declaration of Consideration/Value statement

Blanket Assignments: Generally accepted for fee

Blanket Releases: Generally accepted for fee

Completion Time: 2 days - 1 month



Administrative Recording Requirements

State of Wisconsin

Marital State: Yes - Homestead Property only
Trust State: No
Mortgage State: No

Recording Structure: 72 counties / Register of Deeds

Required Documents: **Real Estate Transfer**
Electronic Filing Required: <http://www.dor.state.wi.us/ust/retn3.html>

Wisconsin Register of Deeds Association Website:
<http://www.wrdaonline.org/RecordingDocuments/Index.html>

Formatting of Documents: Format specified by statute
First page: 3"x3" blank in the top right hand corner with 1/2" other margins
Other pages: 1/2" all margins
9 point font size
"Drafted by" name and address should be listed on each page
"Prepared by:" name and address must be listed at the end of the document
Return to name and address must be listed in the top left hand 3" margin
Parcel Number must be listed directly under the return-to information
Must be typed or printed in black ink. Signatures may be in blue ink.

Other Requirements: At least one witness required for all deeds
No mark outs or white is accepted on any documents

Fee Structure: <http://www.wrdaonline.org/RecordingDocuments/rodfees.html#RECORDED DOCUMENTS>

Blanket Assignments: Generally not accepted

Blanket Releases: Generally not accepted

Completion Time: 1 day - 1 month

Wisconsin County Specifics

Barron County Legal description must include 4 digit CSM number
Brown County Does not accept signatures in blue ink
Legal description must include certified map number
Douglas Legal description must include certified map number



Administrative Recording Requirements

State of Wyoming

Marital State: Yes - Homestead Property only

Trust State: No

Mortgage State:

Recording Structure: 23 counties / County Clerk

Required Documents: **Statement of Consideration**

<http://taxappeals.state.wy.us/FinalDraft.pdf>

Property Owner's Certification - sample listed below

<http://www.parkcounty.us/planningandzoning/documents/Property%20Owner%27s%20Certification.pdf>

Formatting of Documents:

No format specified by statute/law.

Legal Description: Include: section, block, lot or track.

Include: book & pages, and document dates.

Other: Grantee (mortgagee, assignee, etc) required

Re-records require reason listed at top of document

Blanket Assignments: generally accepted for additional fee

Blanket Releases: generally accepted for additional fee

Completion Time: 2 days - 2 weeks

Wyoming County Specifics

Sheridan County Will not accept Re-Records. Must list "Corrected" as title

All previously recorded information must be listed and an original notary is required